PDF-XChange Viewer

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1. Introduction

Please note that from Build 2.0.39.x of the PDF-XChange Viewer our help files are provided in PDF format only – any older Viewer Help files in 'CHM' HTML format are not up to date and should deleted from your system..

Tracker Software Products Ltd are the authors and publishers of a number of award winning software applications and developer toolkits including the best selling PDF-XChange and PDF-Tools products for the creation and manipulation of Adobe compatible PDF files.

Our tools are used by millions of clients around the world to work with the now ubiquitous Portable Document Format (PDF) created by Adobe Inc and released as an open standard to provide a common means to present documents that would always look the same when viewed on a user's PC - even if the Viewing party did not have all the fonts and images present on their own PC - could be contained within the PDF file to ensure common viewing.

To accompany the standard format, Adobe created a free viewer to ensure that anybody could view distributed PDF files freely without requiring the purchase of any additional software - the viewer was made freely available.

To create PDF files the user could purchase Adobe Acrobat from Adobe direct or as the specification of PDF format was freely available to competing software authors - software applications from 3rd parties quickly appeared and this healthy competition along with the stability of a freely available viewer at no cost has ensured that the PDF format has now become 'the' preferred method to share documents between Government agencies, departments privately and for companies large and small.

Everybody was happy, Adobe was the philanthropic author of a world wide standard available to anyone, End users and Suppliers could share all manner of documents and information and there was a healthy 3rd party software community expanding the market and ensuring that inexpensive solutions for creating and manipulating PDF files was available, for even the smallest business and private user - whilst Adobe remained at the top of the heap, providing heavyweight commercial solutions for big business.

And then ... for some reason only known to Adobe, they decided that some functionality would be available to users of their free Adobe Reader only if they used a product officially 'certified' to offer this functionality by Adobe - all competing software applications would now have to apply to Adobe for a certificate or the new functionality would not be possible with files made by competing and 'non' certified PDF creation and manipulation tools.

To be clear - we are not talking here about the creation of PDF files - but the ability to see and use files already created and then to be viewed in Adobe's free PDF reader, most specifically commenting and annotation added to PDF files by non-Adobe creation tools - these could not be read by the Free Adobe Reader!

Suddenly the 'Open' PDF format was not so open and it is our concern that Adobe will continue to extend this in the future to regain some degree of control over who can create software with the ability to offer advanced PDF creation and manipulation functionality - whereas in the past, the primary reason for the success of this standard format has been the fact that any software company has been free to create products for the purpose without interference from any party - including Adobe.

And that is why it has taken us almost 4 years to create the 'Free' PDF-XChange Viewer to allow PDF files created by any software (not just ours or Adobe's) that adheres to the open PDF format specification as defined by Adobe - to take advantage of these extended features.

However - we have not stopped there, we have added extra useful features and functionality that users have told us they would find advantageous and we will continue to do so over the coming months and years - mostly free - but we have also added advanced functionality to modify, manipulate and create new PDF files, that we make a modest charge for, to allow us to continue in our endeavor's - however - feel free to restrict your use to the free functionality should you not find the enhanced functionality of the paid for 'PRO' version of use to you.

We commit to not making any functions for viewing content a chargeable extra in the PDF-XChange Viewer and to treat all files in the PDF format as equal - no matter with which tool they have been created - whether Adobe's, ours or any other 3rd party software publishers - if the file has been created to conform and adhere to the PDF specification and uses functions supported by our viewer - it will be viewable - irrespective of the origin of the creation Tools author.

A very important and significant change in the ongoing development of the PDF format is it is now no longer controlled and set by Adobe - the PDF format is now officially controlled and determined by the ISO (International Organization for Standardization) and its future wholly determined and controlled independently of Adobe Inc for the benefit of all users and independent software developers., making the PDF format a truly open document format in perpetuity.

We hope you find this viewer robust and reliable for your purposes - should you need help or support - please visit our free user support forums. We welcome you ideas and suggestions on these forums as well.

1.1. IMPORTANT! FREE vs. PRO version

Important Notes for the PDF-XChange Viewer Build 2.035 and later!

++

This was the very first build incorporating **NEW features that required a paid-for License!**

All the features you have been used to free - are still available as free functions and do not require a payment for license to use without restriction - subject always to our License standard terms and conditions. We are constantly also adding new features to both the FREE and paid for version - rest assured we have not simply used the offer of a FREE version to capture users interest and then removed the ability to use these features subsequently and required payment - any features available freely now, will always be free to use - and we are committed to expanding both the FREE features and those available in the PRO/Paid for versions.

Warning * Warning *** Warning *** Warning!!!!!**

All features marked as 'PRO' can only be used in evaluation mode from the free version.

If you save the file after having used these PRO features, it will be altered to include watermarks making it obvious it has been modified with an evaluation copy.

These watermarks CANNOT subsequently be removed!

Please ensure that you do not modify original documents using these evaluation features if they cannot be recreated again and if it is important to you and cannot be reproduced!

Do you already own a PDF-XChange Viewer PRO License? ***You may and may not know it!!!***

- If you own **PDF-XChange PRO V4** or **PDF-Tools V4** *your license and serial number are also valid* for this new **PDF-XChange Viewer PRO** FREE of charge.
    - Simply copy your Version 4 serial number from your receipt and paste it into the Viewer option:
    - Edit -> preferences -> Registration
    - Your saved PDF files using the special 'PRO' features will then be saved without any trial watermarks!!!
- Currently the new PDF-XChange PRO Viewer offers these additional Features:
    - **Add/Edit Bookmarks.**
    - **Delete Pages.**
    - **Scan Image to PDF**
    - **Insert Image/Signature file to PDF page**
    - **Merge PDF files**
    - **Extract PDF Image content to Raster format**
    - **Extract Formatted text**
    - **Flatten PDF file**
    - **Optimize PDF**
    - **Digital Signatures**
- All the above extra functions will be available without charge to owners of:
    - **PDF-XChange Viewer PRO Version 2.0**
    - **PDF-Tools Version 4**
    - **PDF-XChange PRO Version 4**
- For further information, please **Contact Us**!

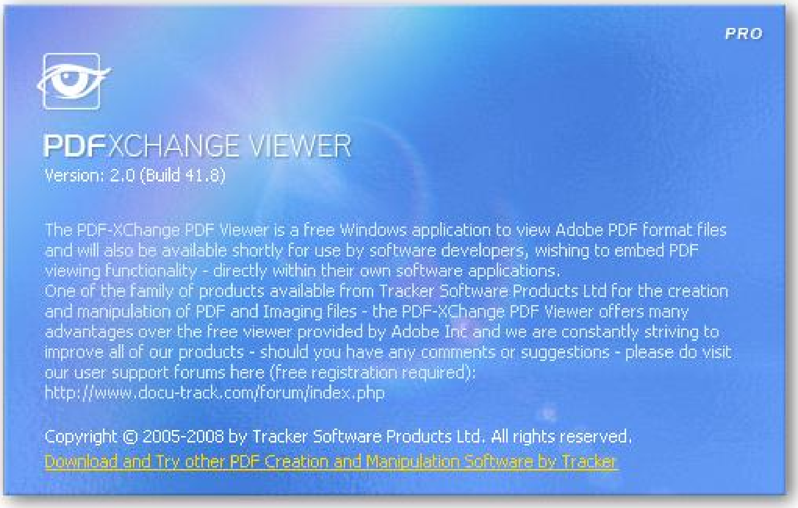
What Version Am I Running?

If you are not sure whether your Viewer is running in **FREE** or **PRO** mode, simply open the **About** screen and check the upper right edge:

If you see the word 'FREE' then you are running in the unregisteytgjufyjred **FREE** mode, and you must be careful not to save the PDF if you make certain kinds of changes to it.

If you see 'PRO' then you are running in the registered PRO mode and all functionality is open to you.





In addition, when running in **FREE** mode, many menu items will be marked with a special marker that indicates that the specific feature is **PRO** mode:



If you see these markers, be very careful not to save your PDF if you don't want the watermarks to appear.

Version history and projected future features...

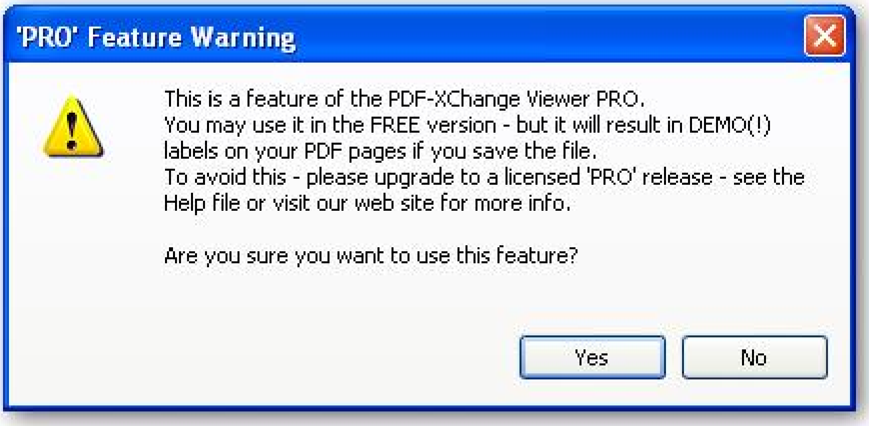
To check for the latest Version history - please see this page on our web site:
http://www.docu-track.com/PDFXV_history.html

For the status of features available in the PRO version (both current and up-coming) see here:

http://www.docu-track.com/product/pdf-xchange-viewer/feature_list

Safety Feature

As a last resort, if you try to use a **PRO** feature in **FREE** mode, the following dialog will appear:



1) Click Yes and the feature will be used. If you then save the PDF it will have watermarks on each page.
2) Click No and the feature will not be used.

1.2. Notice!

PDF-XChange Viewer is a new and rapidly expanding product for Tracker Software Products, Ltd.

Due to the timing difference between the release of new versions of this product and the subsequent documentation, it is possible that certain functions may be active but not completely documented in the download that you receive.

Where we know that certain functions will be available but are not active at the time of documentation, we have marked these items with a legend **in red** such as:

N.B. This function was not available at the time of writing of this documentation revision.

Rest assured that we are aware of these and will be releasing new versions of the documentation as rapidly as we can to stay abreast of the latest features of **PDF-XChange Viewer**!

This documentation is valid through version 2.00.4x.

1.3. Files List

The following files are required for correct operation of the **PDF-XChange Viewer**:

FILE NAME	DESCRIPTION
PDFXCview.exe	PDF-XChange Viewer executable
resource.dat	Support file for **PDFXCview.exe**

1.4. Latest (available) Release Notes

The latest release notes can be found at http://www.docu-track.com/PDFXV_history.html.

To avoid delays – we often release a new build before the documentation is fully revised to ensure our clients have access to the latest fixes and function updates, any changes that have been made can be viewed on the above page and by necessity therefore may give information more up to date than that provided in this document.

1.5. Silent Installation

Silently Installing the PDF-XChange PDF Viewer

Our binary 'EXE' installers support both 32 and 64 bit versions of MS Windows, whereas the MSI installers are separated into 32 or 64 Bit Windows installers as the Microsoft MSIN installer technology does not lend itself to a unified 32/64 bit installer type. If you are not sure if you have a 32/64 bit Windows operating system, please use either the EXE installer which will 'intelligently' make this choice for you - or use the 32 bit MSI installer as this will function correctly in both 32 or 64 bit Windows - albeit the 32 bit version will not take full advantage of your hardware/Windows capabilities.

The latest downloads are available from our web site downloads page.

The PDF-XChange binary 'EXE' install file is downloaded as a 'ZIP' file from which you must extract the installer itself -: PDFXVwer.exe, whereas the MSI installers are offered without being 'wrapped' in ZIP archives.

Please note the Silent install instructions detailed below are separated for the binary 'EXE' installers or the MSI installer options - as the exact command line strings vary between the 2 systems and are not compatible.

Here is an example of the full command line string available for the Binary 'EXE' type installers (see the MSI section if that is the installer of choice!) :

Most items are optional unless otherwise stated

```
C:\PDFXVwer.exe /VERYSILENT /NORESTART /COMPONENTS= "PDFViewer, LiveUpdate, Help" /DIR="C:\Program Files\PDF-XChange 3 Pro\PDF-XChange PDF Viewer\" /PDFV
```

Broken down into sections - these are the switches and what each does:

SWITCHES	DESCRIPTION
MAIN install executable and path **(required)**	This is the full path to the installation executable, note it is the standard install executable - both silent and non silent installations are available from the single executable. `C:\PDFXVwer.exe`
/? or /h or /help	Displays this help screen
/VERYSILENT	Designates that the installation once started should be silent and require no user interaction.
/SILENT	Designates that the install should only request essential information from the user once started.
/NORESTART	Once the install is complete - no reboot will occur - but beware - PDF-XChange may require a reboot before updates will take effect.
/DIR=<full_path>	The full path to install all required files to. It will be created if not already available. `/DIR="C:\Program Files\PDF-XChange Viewer\"` If this parameter is not used, default installation folder or folder where the program was previously installed will be used. Please note that the path details must begin and end with double quote marks (")
/Group=<group_name>	The Windows 'Start Menu' folder in which to locate the Menu options provided when installing PDF-XChange - this will always be a 'Child' menu option of the default 'Programs Files' menu and this cannot be changed. `/GROUP="Tracker Software\PDF-XChange 3 Pro"` Please note that the menu location path details must begin and end with double quote marks (")

/COMPONENTS=<component_list>	Specifies comma separated list of components for installation. If this switch is specified only those components actually listed will be installed, otherwise all components are installed. The available components are: - pdfviewer: installs the PDF-XChange Viewer. (Required) - LiveUpdate: installs the LiveUpdate feature. (Recommended) - Help: Installs the Help file. (Recommended) - Languages (please note 'ss' is required): additional languages of the localization. - IEAddin: plug-in for Internet Explorer to view PDF files in a browser. - FFAddin: plug-in for FireFox/Opera/Safari to view PDF files in a browser. `/COMPONENTS="pdfviewer, LiveUpdate, Help"` Please note that the component list must begin and end with double quote marks (")
/PDFV	If specified, PDF-XChange Viewer will be set as a default viewer for PDF files after installation.
/PDFVINBROWSER	If specified, PDF files will be viewed in a browser. It is available only when the following switches are specified: **/PDFV** **/COMPONENTS:** `IEAddin, FFAddin`
/Key:<registration_key>	Allows the license key to be specified during silent installation - for live use. Without this information PDF-XChange Viewer will function in free mode only. `/Key:"XXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX"`
/UserName:<user_name>	Allows the registered username to be specified during silent installation. `/UserName:"MY Name"`
/Organization:<organization_name>	Allows the Company details to be specified during silent installation. `/Organization:"Tracker Software"`
/UserEmail:<email>	Allows the users email address details to be specified during silent installation. `/UserEmail:"my@email.com"`
/Lang=<lang_id>	Sets a language **lang_id** as the default language for the User Interface. Possible values for **lang_id** are: **en** (English), **nl** (Dutch), **uk** (Ukrainian), **fr** (French), **gr** (German), **it** (Italian), **sp** (Spanish), **ko** (Korean), **ch** (Chinese), **jp** (Japanese), **fi** (Finnish) This may not be the complete list - please see the installation folder. Check "C:\Program Files\Tracker Software\PDF-XChange Viewer\pdf-viewer\Languages" for the up to date list of supported language files. **Example (for German)** `PDFXVwer.exe [other parameters] /LANG=gr [additional parameters]`
/NODESKICON	If specified, no desktop icon will be created after the installation.

/NOICONS	Instructs Setup to initially check the Don't create a Start Menu folder check box on the Select Start Menu Folder wizard page. In silent mode it means that no program group will be created (parameter **/Group** will be ignored, if specified).
/LOG	Causes Setup to create a log file in the user's TEMP directory detailing file installation and [Run] actions taken during the installation process. This can be a helpful debugging aid. For example, if you suspect a file isn't being replaced when you believe it should be (or vice versa), the log file will tell you if the file was really skipped, and why. The log file is created with a unique name based on the current date. (It will not overwrite or append to existing files.) The information contained in the log file is technical in nature and therefore not intended to be understandable by end users. Nor is it designed to be machine-parseable; the format of the file is subject to change without notice.
/LOG=<full_path & filename>	Same as /LOG, except it allows you to specify a fixed path/filename to use for the log file. If a file with the specified name already exists it will be overwritten. If the file cannot be created, Setup will abort with an error message. `/LOG=”c:\logs\PDFXC_INSTALL.txt”`
/NOINSTASK	If specified, Ask Toolbar will not be installed.

Installation Command-line Examples

1. Install the application in silent mode (no user input) without re-boot system:

```
PDFXVwer.exe /NORESTART /VERYSILENT
```

2. Install the application in silent mode (no user input) to folder "C:\Program Files\Tracker Software\PDF-Viewer\":

```
PDFXVwer.exe /VERYSILENT /DIR="C:\Program Files\Tracker Software\PDF-XChange Pro\”
```

3. Install the application in silent mode (no user input) with registration information:

```
PDFXVwer.exe /VERYSILENT /Key:"XXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX" /UserName:"My Name"
/Organization:"Tracker software" /UserEmail:"my@email.com"
```

4. Install the application for French, without any icons in Start Menu and desktop:

```
PDFX.exe /NOICONS /NODESKICON /LANG=fr
```

5. Install the PDF-Viewer as default viewer for PDF-files and allow to view PDF-files in browsers:

```
PDFXVwer.exe /COMPONENTS:” pdfviewer,Help,IEAddin,FFAddin” /PDFV /PDFVINBROWSER
```

1.6. Standard Switches for MSI type installers

Windows ® Installer. V 5.0.7100.0

`msiexec /Option <Required Parameter> [Optional Parameter]`

Broken down into sections - these are the switches and what each does:

OPTIONS	SWITCHES	DESCRIPTION
Install Options	**</package | /i> <Product.msi>**	Installs or configures a product
	/a <Product.msi>	Administrative install - Installs a product on the network
	/j<u|m> <Product.msi> [/t <Transform List>] [/g <Language ID>]	Advertises a product - **m** to all users, **u** to current user
	</uninstall | /x> <Product.msi | ProductCode>	Uninstalls the product
Display Options	**/quiet**	Quiet mode, no user interaction
	/passive	Unattended mode - progress bar only
	/q[n|b|r|f]	Sets user interface level: **n** - No UI **b** - Basic UI **r** - Reduced UI **f** - Full UI (default)
	/help	Help information
Restart Options	**/norestart**	Do not restart after the installation is complete
	/promptrestart	Prompts the user for restart if necessary
	/forcerestart	Always restart the computer after installation
Logging Options	**/l[i|w|e|a|r|u|c|m|o|p|v|x|+|!|*] <LogFile>**	**i** - Status messages **w** - Nonfatal warnings **e** - All error messages **a** - Start up of actions **r** - Action-specific records **u** - User requests **c** - Initial UI parameters **m** - Out-of-memory or fatal exit information

	/log <LogFile>	**o** - Out-of-disk-space messages **p** - Terminal properties **v** - Verbose output **x** - Extra debugging information **+** - Append to existing log file **!** - Flush each line to the log ***** - Log all information, except for v and x options Equivalent of **/l* <LogFile>**
Update Options	**/update <Update1.msp>[;Update2.msp]** **/uninstall <PatchCodeGuid>[;Update2.msp] /package <Product.msi | ProductCode>**	Applies update(s) Remove update(s) for a product
Repair Options	**/f[p|e|c|m|s|o|d|a|u|v] <Product.msi | ProductCode>**	Repairs a product **p** - only if file is missing **o** - if file is missing or an older version is installed (default) **e** - if file is missing or an equal or older version is installed **d** - if file is missing or a different version is installed **c** - if file is missing or checksum does not match the calculated value **a** - forces all files to be reinstalled **u** - all required user-specific registry entries (default) **m** - all required computer-specific registry entries (default) **s** - all existing shortcuts (default) **v** - runs from source and recaches local package

Setting Public Properties

[PROPERTY=PropertyValue]

All other parameters can be specified using public properties. There are some standard public properties (http://msdn.microsoft.com/en-us/library/aa370905(VS.85).aspx), and some are defined by our own MSI packages (public properties all are uppercased, other properties are private).

For example, ADDLOCAL public property (standard, http://msdn.microsoft.com/en-us/library/aa367536(VS.85).aspx) can be used to define which components (features in MSI terminology) should be installed, for example,

ADDLOCAL=ALL - will install all features

OPTIONS	SWITCHES	DESCRIPTION
Standard Properties	**ADDLOCAL<list of features>**	The value of the **ADDLOCAL** property is a list of features that are delimited by commas, and are to be installed locally. PDF-XChange Viewer installer defines the following features: **F_Viewer** - PDF-XChange Viewer and its components; **F_Help_Viewer** - Help file for the PDF-XChange Viewer (requires F_Viewer); **F_Langs_Viewer** - Localization files for the viewer (requires F_Viewer). **F_BrowserPlugins** - plug-ins for web browsers (MS Internet explorer, Mozilla FireFox, Opera, Safari, and Chrome) which allows to view PDF files inside these browsers. This feature requires **F_Viewer** feature to be installed. **F_ShellExt** - Plugins for Windows Explorer and Windows shell. These extensions allows to view PDF thumbnails into Windows Explorer, shows properties of PDF files, handling preview of PDF files into Windows Vista and Office 2007, provides IFilter component which allows Windows Desktop Search engine to make search inside PDF files; **F_LiveUpdate** - Live Update component which allows you to check and update PDF-XChange Viewer and Shell Extensions.
	INSTALLLOCATION	Specifies the folder where products will be installed.

PDF-XChange PRO installer defines the following features:

OPTIONS	SWITCHES	DESCRIPTION
Standard Properties	**ADDLOCAL<list of features>**	The value of the **ADDLOCAL** property is a list of features that are delimited by commas, and are to be installed locally. PDF-XChange PRO installer defines the following features: **F_Drivers** - components of PDF-XChange driver; **F_Office2PDF** - components of Office2PDF; **F_OfficeAddin** - Addin for MS Office applications for converting documents to PDF; **F_Help_Drv** - Help file for driver, OfficeAddin and Office2PDF. Note: **F_Office2PDF, F_OfficeAddin, F_Help_Drv** and **F_Langs_Drv** requires **F_Drivers** feature to be installed. **F_Wizard** - PDF-Tools application; **F_Help_Wiz** - Help file for PDF-Tools; **F_Langs_Wiz** - Localization files for PDF-Tools; Note: **F_Help_Wiz** and **F_Langs_Wiz** requires **F_Wizard** feature to be installed. **F_IEAddin** - Addin for MS Internet Explorer which allows to convert web pages to PDF files.

Also the following properties are available:

PNAME	Specifies the name of the printer which will be used.	Default value: "PDF-XChange 4.0"
SETASDEFAULT	If **1,** printer will be set as default. Otherwise should be **0** or not specified.	Default value: **0**
USERNAME	Specifies the username for which applications will be registered.	
ORGANIZATION	Specifies the organization name for which applications will be registered.	
USERMAIL	Specifies the user email.	
KEY	Specifies registration key.	

PDF-XChange Viewer installer (viewer, ax component, browsers plugins, shell extensions) defines the following features:

ProductFeature - may not be disabled

Feature_ShellExt

Feature_LiveUpdate

Feature_Languages

Feature_Help

Feature_BrowserPlugins

Additionally the following properties are available:

USERNAME	Specifies the username for which applications will be registered.	
ORGANIZATION	Specifies the organization name for which applications will be registered.	
USERMAIL	Specifies the user email.	
KEY	Specifies registration key.	
ASSOC	If **1**, viewer will be set as default application for PDF files. Otherwise should be **0** or not specified.	Default value: **1**
SHOWINBROWSERS	If **1,** showing PDF in browsers will be set on during installation. If not specified or **0** – it won't be set.	Default value: **1**
CREATEPROGRAMMGROUP	**1** or **0**. If **1** a program group in the Programs menu will be created.	Default value: **1**
CREATEDESKTOPICON	**1** or **0**. If set to **1** icons on desktop will be created.	**N. B. These will be available starting from build 42.0.**

MSI Command-line Examples:

1. Install the application in quiet mode (no user input) to folder "C:\Program Files\Tracker":
`msiexec PDFX4Pro.msi /quiet INSTALLLOCATION="C:\Program Files\Tracker"`

2. Install the application in quiet mode to default folder. Specify the user license info:
`msiexec PDFX4Pro.msi /quiet USERNAME="John Smith" USERMAIL="abc@a.b.c" KEY="12345-12345-12345-12345-12345"`

3. Install only PDF-XChange Viewer and Live Update:
`msiexec PDFX4Pro.msi /quiet ADDLOCAL="F_Viewer,F_LiveUpdate"`

1.7. Uninstalling the program

The PDF-XChange Viewer may have been installed alone or as part of the PDF-XChange PRO package.

Windows XP

- In the **Control Panel** click **Add/Remove Programs**
- Find All instances of PDF-XChange Viewer, PDF Viewer, or PDF-XChange PRO by Tracker Software Products
- Click the **Remove** button and follow the instructions in the accompanying dialog boxes.
- Restart your system

Windows Vista/Windows 7

- In the **Control Panel** click **Programs and Features**
- Find All instances of PDF-XChange Viewer, PDF Viewer, or PDF-XChange PRO by Tracker Software Products
- Click the Program so it is highlighted
- On the toolbar at the top, click **Uninstall** and follow the instructions in the accompanying dialog boxes.
- Restart your system

The Program has now been removed from your system.

1.8. Command Line option

The PDF-XChange Viewer may be started with a PDF file or URL name as the first item on the command line. This facilitates starting the Viewer in *File Associations* or using Windows **ShellExecute**.

The form of the command line for using this option is:

PDFXCview.exe [command] [filename1] [[filename2] [… [filenameN]]]

Where command can be one of the following commands:

- /A "param=value [&param2=value [&...]"
- /close[:save|discard|ask]
- /print[:[default=yes|no][&showui=yes|no][&printer=<printername>][&pages=<pagesrange>]]
- /printto[:[default=yes|no][&showui=yes|no][&pages=<pagesrange>]] <printername>
- /exportp <setting_file_name>
- /importp <setting_file_name>
- /RegServer
- /UnregServer
- /usep <setting_file_name>

/A	page=<page_number>		
	zoom=<scale>[,<left>][,<top>]		
	view=<keyword>[,<position>]	Fit FitB FitH,top FitV,left FitBH,top FitBV,left	
	viewrect=<left>,<top>,<wd>,<ht>		
	pagemode=bookmark|thumb|none		
	nameddest=<name>		
	highlight=<lt>,<rt>,<top>,<btm>		
	fullscreen=yes|no		
	usept=yes|no		If **yes**, then all values for positioning such as *top, left, right, btm, wd, ht,* etc. are absolute and measured in points(1/72 inch). Otherwise these values will be interpreted as a count of pixels at 100% zoom. This behavior is default for Adobe Acrobat/Reader. In this case, to receive absolute value in points, Acrobat calculates it by: V(pt)=V(from_cmd)*72.0/(disp_resol) The *disp_resol* parameter is used in global 'Preferences/Page Display/Resolution' location (both in Acrobat and PDF-XChange Viewer).
	`PDFXCview.exe /A "page=10&zoom=200,250,100" mypdffile.pdf`		
/close	When this command is used, viewer will close files specified by arguments <filename1>…<filenameN>. If any of these files was modified, behavior of the viewer depends of command parameter (**save**, **discard** or **ask**). If **save** parameter was used, documents which should be closed will be saved. If **discard** was used – all modifications will be lost. And with **ask** argument, viewer will ask what to do. If all files opened into the viewer will be closed by /close command, application will be closed too. **For example,** `PDFXCView.exe /close c:\mydocument.pdf` `PDFXCView.exe /close:save c:\mydocument.pdf`		

/print	When this command is specified, PDF file(s) specified by parameters <filename1>…<filenameN> will be printed. Printing parameters differ depending on arguments used: default=yes|no — If this argument is used and its value is **yes**, viewer will reset printing settings before printing documents. Otherwise if the last is used, stored parameters will be applied. Default value: **yes**. showui=yes|no — Defines if printing progress will be shown. Default value: **no**. printer=<printername> — Specifies the printer on which documents should be printed. If not specified, default system printer will be used. Please note, if printer name contains spaces or **&** character, it should be enclosed into quotes. pages=<pagesrange> — Specifies the pages range(s) which should be printed. Syntax of range is the same as on print dialog. If argument is omitted, all pages will be printed. **For example,** `PDFXCView.exe /print:showui=yes c:\mydocument.pdf`
/printto	Almost the same command as **/print**, but destination printer should be specified not as command argument, but as command line parameter followed by **/printto** command. **For example,** `PDFXCView.exe /printto "Raster-XChange" c:\mydocument.pdf`
/exportp	This command exports current viewer's settings into the file specified by setting_file_name parameter.
/importp	This command imports viewer's settings from the file specified by setting_file_name parameter. Please note, all your current settings will be overridden and lost. web=yes|no — If this argument is used and its value is **yes**, then imported settings will be stored into browser-plugins registry location at exit of the application. **For example,** `PDFXCView.exe /importp c:\mysettings.dat` `PDFXCView.exe /import:web=yes c:\mysettings.dat`
filename1, filename2, … filenameN	PDF file name(s) which should be opened, closed or printed. Please note, if filename contains spaces, it should be enclosed into quotes ("")
/RegServer, /UnregServer	Special commands used for registering and unregistering viewer's COM interfaces.
/makeassoc	Makes PDF-XChange Viewer as default PDF-viewer. web=yes|no — If this argument is used and its value is **yes**, it enables displaying PDF in Internet browsers by PDF-XChange Viewer. **For example,** `PDFXCView.exe /makeassoc` `PDFXCView.exe /makeassoc:web=yes`
/makeiassoc	Enables displaying PDF in Internet Browsers by PDF-XChange Viewer.

<table>
<tr><td>/storeassoc</td><td>Stores existing PDF-associated application (if it is not PDF-XChange Viewer) that can be restored in the future.</td></tr>
<tr><td>/restoreassoc</td><td>Restores a previously stored PDF-associated application.</td></tr>
<tr><td>/usep</td><td>Opens the viewer with the settings from the file specified by <settings_filename> parameter. For example,
relative paths:
settings.dat
mysettings.dat
MyFolder\settings.dat
full paths:
"c:\PDF-XChange Viewer Settings\settings.dat"
"\%UserProfile%\PDF-XChange Viewer Settings\settings.dat"
"c:\ Documents and Settings\%UserName%\PDF-XChange Viewer Settings\settings.dat"
Note: If there are no settings (or they are incorrect, or they cannot be found under the given name), viewer will be opened with the default ones. While shutting down, viewer will try to save the current settings to the given direction. If the settings could not be saved, an error message will be shown.</td></tr>
<tr><td>/runjs</td><td>command scheme:
/runjs[:[newinst[=<yes|no>]][&showui[=<yes|no>]][&minui[=<yes|no>]][&log=[=<yes|no>]]] <scriptfilename> <filename> [<filename2>... <filenameN>]
options:
newinst=<yes|no> — If this argument is used and its value is yes, then application process will be started for executing this command. If this option is not specified or its value means no, then the application process can be used for executing this command.
showui=<yes|no> — If specified without any value or value means yes, then the application is displayed with UI. Otherwise this command will be executed without UI.
minui=< yes|no> — If showui have been specified before and this option is specified without any value or the value means yes, then the application displays minimized UI (like a tab in the task bar).
log=< yes|no> — If specified without any value or the value means yes, then the application creates a log of executing of this command. The log file "_RunJSLog.txt" will be placed to our program folder.
parameters:
<scriptfilename> — Required parameter; means full file name which contains Java Script.
<filename1> … <filenameN> — Required parameter; represents the list of full file names of documents which should be processed by the script.
For example,
PDFXCView.exe /runjs:log "C:\TestJS.txt" "C:\Test1.pdf"</td></tr>
</table>

	`"C:\Test2.pdf"` `PDFXCView.exe /runjs:newinst&log "C:\TestJS.txt" "C:\Test1.pdf" "C:\Test2.pdf"` **remarks:** The "C:\TestJS.txt" file can contain the text, for example (for the details see http://www.adobe.com/devnet/acrobat/pdfs/js_api_reference.pdf): for (var p = 0; p < this.numPages; p++) { var annot = this.addAnnot({ page: p, type: "Text", point: [300,400], fillColor: color.red, contents: "Sample Text Sample Text Sample Text Sample Text", noteIcon: "Help"}); }; app.execMenuItem("Save", this); this.closeDoc(true); This script places red "Help" sticky note on each page of each input document, saves and closes the document.

Note that the PDF file/URL is represented by "%f" with double-quotes. These are necessary when the form of the file name may have spaces or other symbols in it that otherwise prevent proper parsing of the command line.

At the current time there is no "print option" available on the command line.

1.9. Keyboard Shortcuts

The Viewer supports a number of **Keyboard Shortcuts**, which are detailed in the table below:

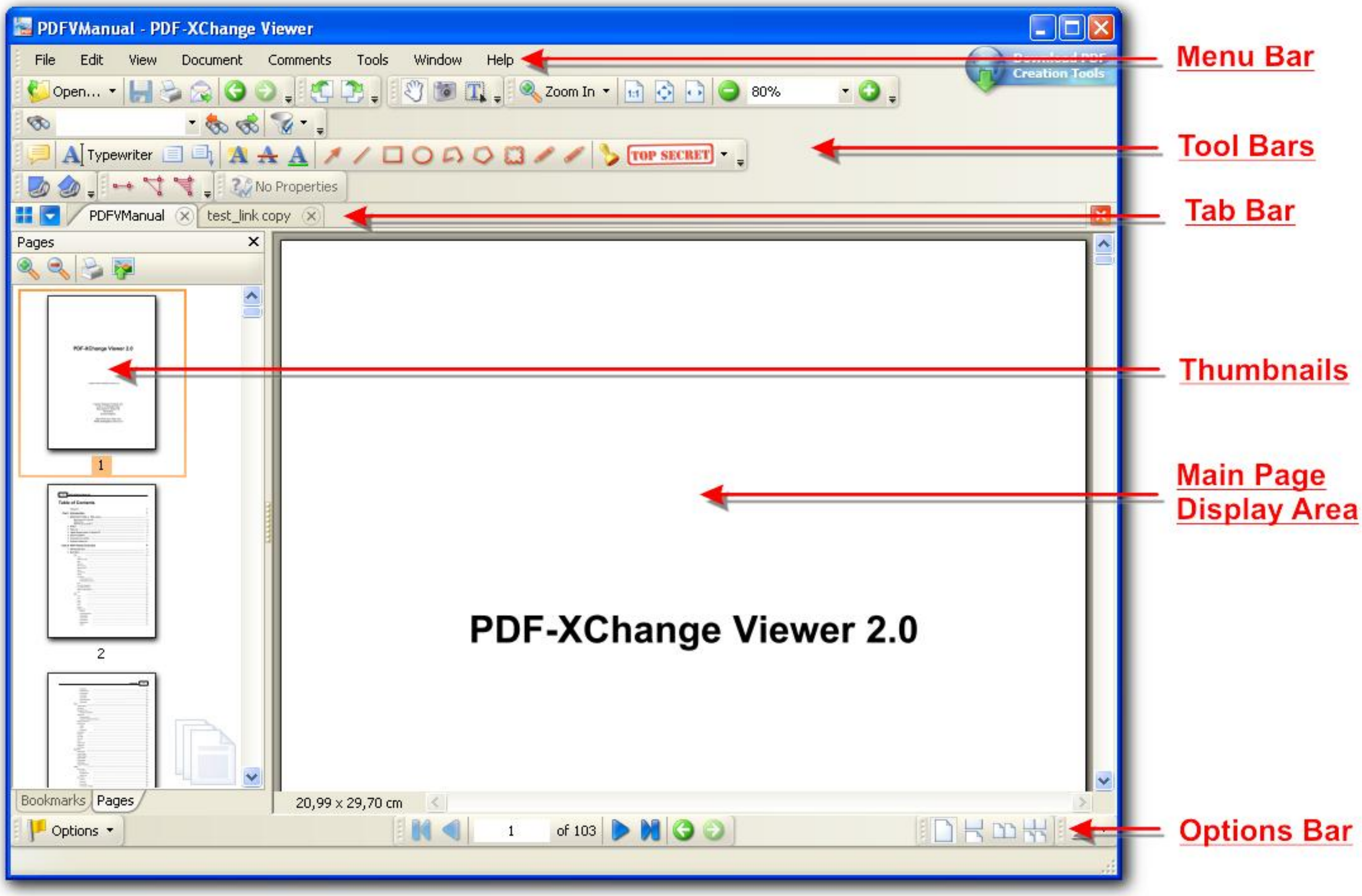
COMMAND*	KEYBOARD SHORTCUT	COMMAND*	KEYBOARD SHORTCUT
Actual Size	Ctrl+0 ("zero" not letter "O")	Next Page	Right
Bookmarks	Ctrl+B	Next View	Alt+Right
Clear	Delete	Open...	Ctrl+O (letter "O" not numeric "zero")
Clockwise (CW)	Ctrl+Shift+Num +	Page...	Ctrl+Shift+N
Close	Ctrl+W	Pages Thumbnails	Ctrl+T
Comments	Ctrl+M	Paste	Ctrl+V
Contents	F1	Preferences...	Ctrl+K
Copy	Ctrl+C	Previous Page	Left
Counterclockwise (CCW)	Ctrl+Shift+Num -	Previous View	Alt+Left
Crop Pages...	Ctrl+Shift+T	Print...	Ctrl+P
Cut	Ctrl+X	Properties Toolbar	Ctrl+E
Delete	Delete	Redo	Ctrl+Y
Delete Pages...	Ctrl+Shift+D	Rotate Pages...	Ctrl+Shift+R
Document Properties...	Ctrl+D	Save	Ctrl+S
Fields	Ctrl+I	Save As	Ctrl+Shift+S
Find	Ctrl+F	Search	Ctrl+Shift+F
Find Next	F3	Select All	Ctrl+A
Find Previous	Shift+F3	Select Entire Page	Ctrl+A
First Page	Home	Show/Hide All Bars	F11
Fit Page	Ctrl+1	Show/Hide Text Formatting Toolbar	Ctrl+E
Fit Width	Ctrl+2	Undo	Ctrl+Z
Full Screen	F12	Zoom In	Ctrl+Num +
Last Page	End	Zoom Out	Ctrl+Num -
Layers	Ctrl+L	Zoom To...	Ctrl+Shift+M
Show/Hide Menu Bar	F9	Show/Hide Toolbar	F8

*The underlined letter is the Alt hotkey for the command when opened in a menu.

To create shortcut keys in the viewer one should right-click at the Tool Bars area and choose **Customize...** When the Customize dialog appears, shortcut keys can be created by changing Properties in the Commands field.

2. PDF Viewer Overview

When you first open the **PDF-XChange Viewer**, it looks like this:

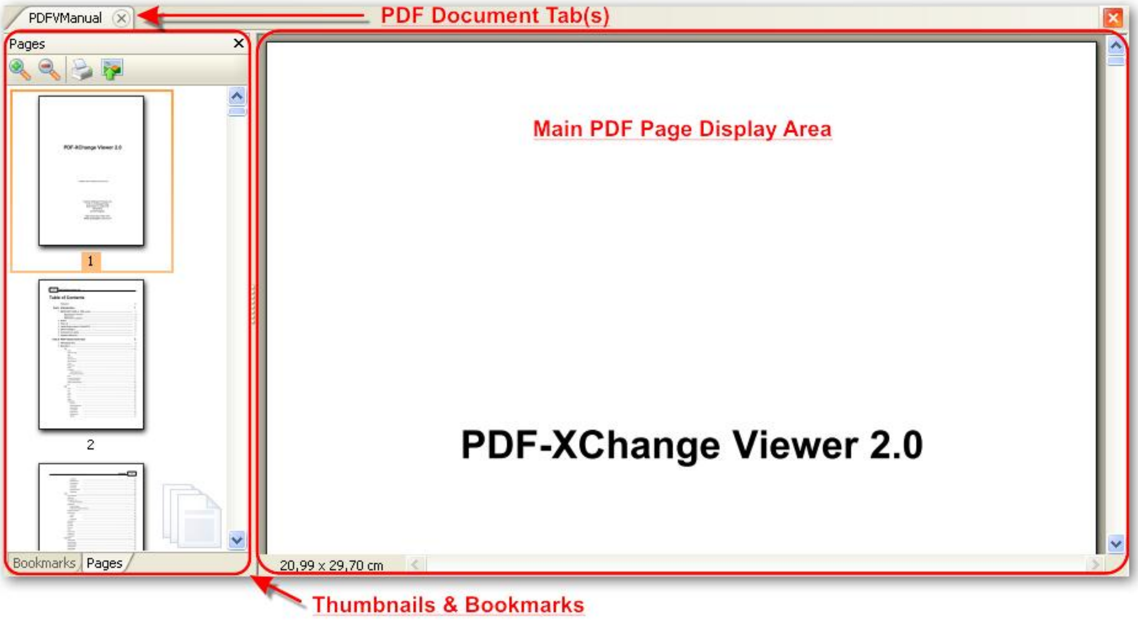


Although daunting at first glance, it is really quite simple to use.

The screen is subdivided into five major *bands.* From top to bottom they are:

1) **Menu Bar**. The program main menu. See Main Menu.
2) **Tool Bars**. Toolbars for easy access to PDF display and modification tools.
3) **Tab Bar.** Shows all open documents. The selected document is displayed brightly; the rest are grayed out. There is a round **Close Document** button to the right of each document name.
4) **Thumbnails.** List of active document pages presented as miniature pages.
5) **Main Page Display Area**. The area in which the PDF files are displayed. This occupies most of the window.
6) **Options Bar**. Controls for viewing and navigating the displayed PDF are here.

2.1. PDF Display Area



1) The **PDF document tab(s)** permit quickly switching between loaded PDF files.
2) The **Thumbnails & Bookmarks** area allows you to quickly find
3) The **Main PDF Page Display Area** is where the actual PDF content pages are displayed.

2.2. Main Menu



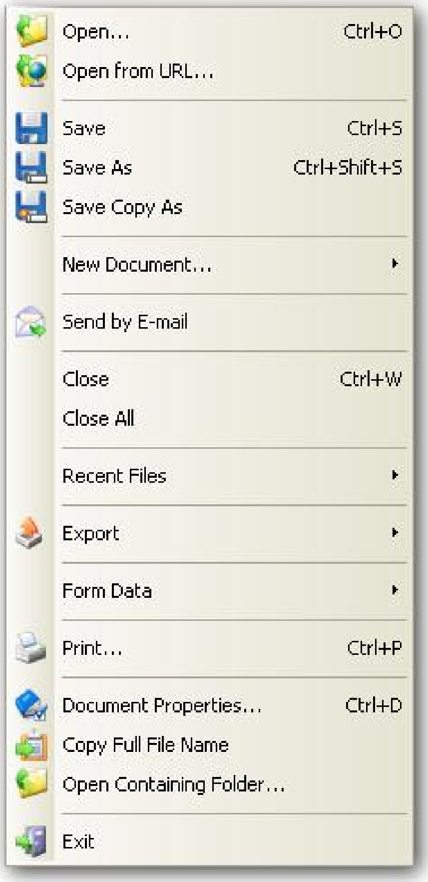
The **Main Menu** is the primary control for the **PDF-XChange Viewer**. The functional areas are:

MAIN MENU	DESCRIPTION
• File	File level operations including selecting files, document properties, forms data manipulation, and printing.
• Edit	Editing functions on PDF files and forms. Also program preferences can be set here.
• View	Viewer information display control. Determines what PDF information is displayed and how.
• Document	Controls for Rotating, Deleting, or Cropping pages.
• Comments	Organizes the comments operations.
• Tools	Selection of the different PDF tools, including Hand, Snapshot, and Zoom controls.
• Window	Organizes the layout of the PDF file window(s) currently opened.
• Help	Accesses help information about the viewer and its operation.

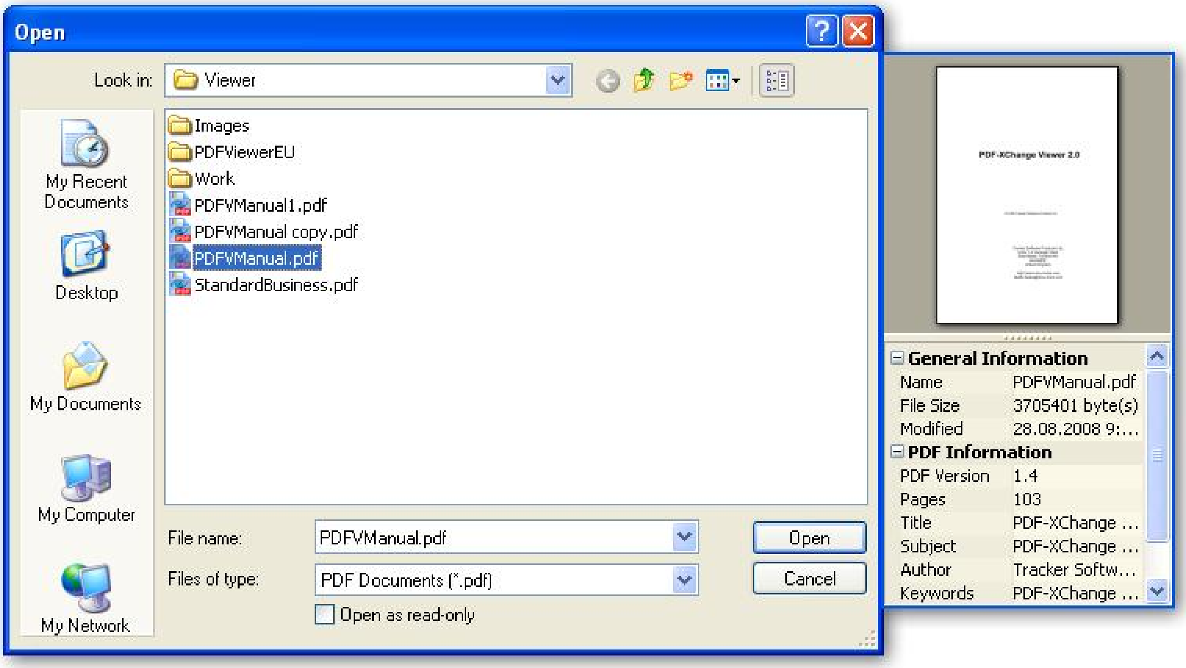
Each menu area and item is discussed in detail its own section in the help file.

File

The **File** menu controls the opening, saving, printing, and closing of PDF files, and the display of Document Properties.



Open...



Open calls the Windows Open File dialog box to allow selection of a PDF file to be viewed.
Note that a thumbnail of the PDF and associated information is displayed to the right of the dialog box.
Select the file to be viewed and click the **Open** button.

Open from URL...

Open from URL... allows you to open PDF files over a network or the Internet.

When selected, the following dialog appears:



By entering a valid PDF URL in the entry field and clicking **OK**, the selected PDF will open.

Save

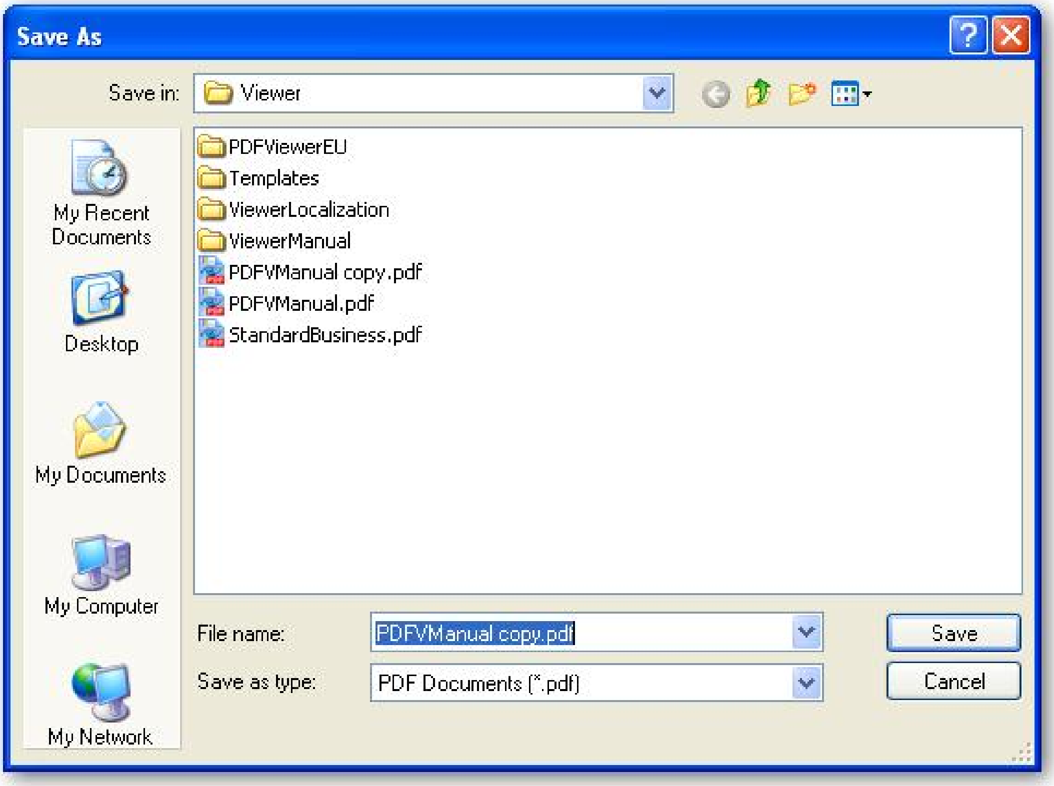
Save is only available if the currently displayed PDF file has been modified in any way.

Warning! It immediately saves the modified PDF over the original! There is NO warning of any kind!

If you wish to preserve the original file then use the Save As... option to save the modified version to a new file name.

Save As

Save As allows you to save the currently displayed PDF file to a different name. The file does NOT have to be modified to use this setting.



Enter the new file name in the **File Name:** field and click **Save**.

The Viewer will:

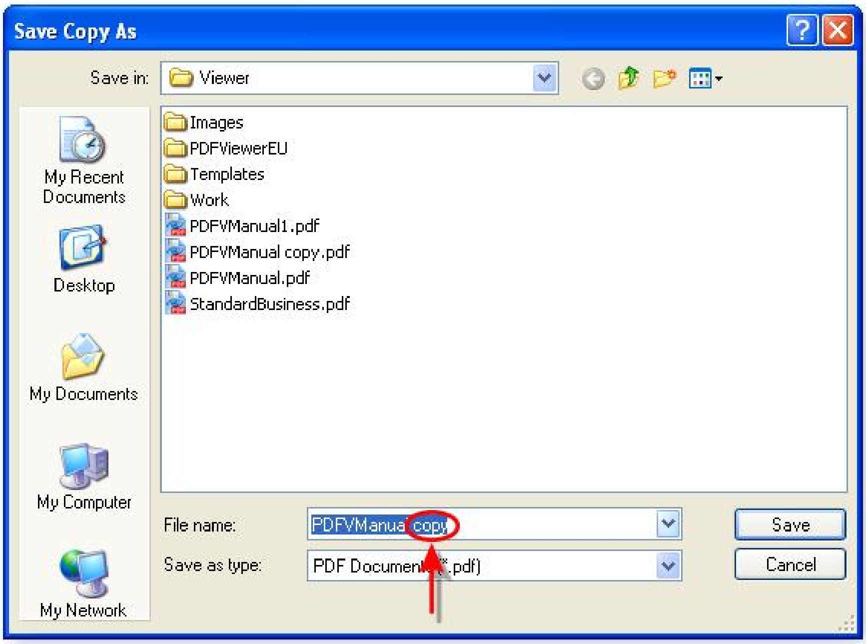
1) Save document with new name.

2) Close original file.

3) Open new saved document.

Save Copy As

Save Copy As... opens the Save dialog with the **File Name:** field set to the name of the currently displayed PDF file with the word "copy" appended. See below.



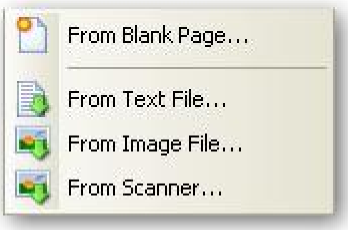
To save the file with this name, click **Save**; otherwise you may change the name as desired and click **Save**.

New Document...

New Document allows you to create a new PDF document from a blank page, from a text file, image file or directly from scanner.

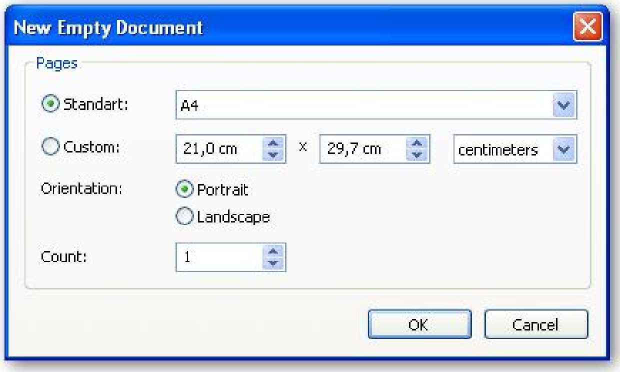
IMPORTANT! This is a PRO feature, see [IMPORTANT! FREE vs. PRO version] for more information.

Selecting this option first takes you to the **New Document** options submenu:



From Blank Page...

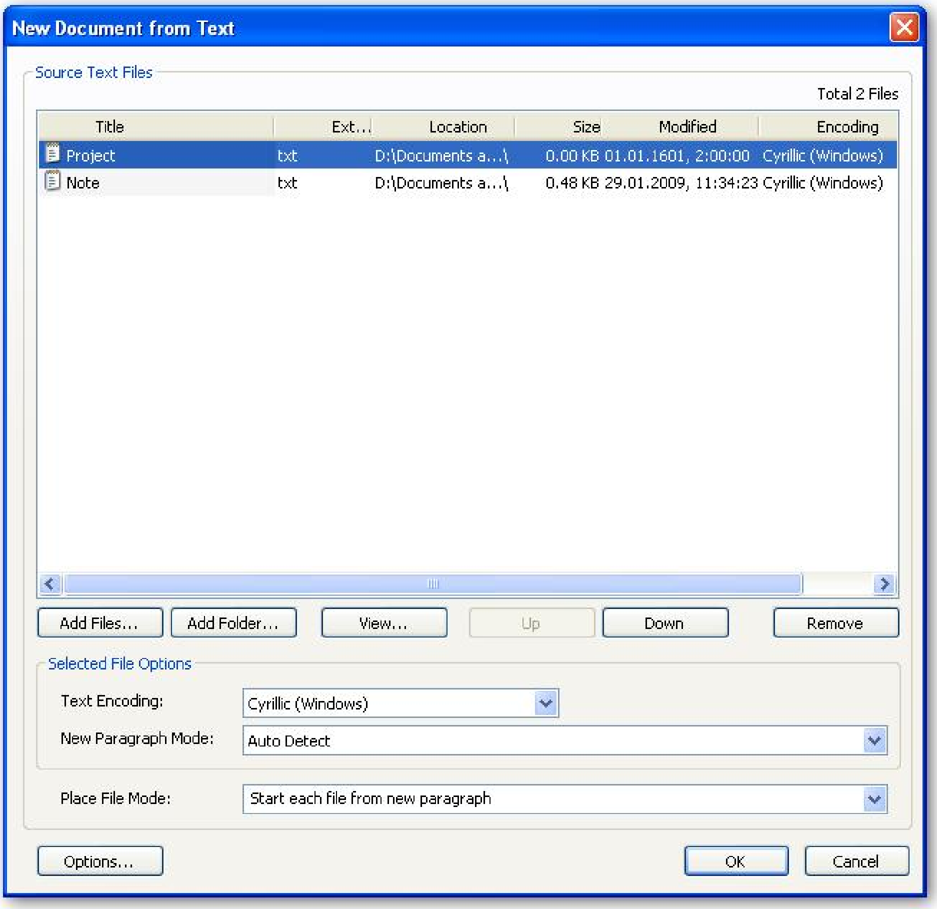
Clicking the **From Blank Page...** option opens the **New Empty Document** dialog box:



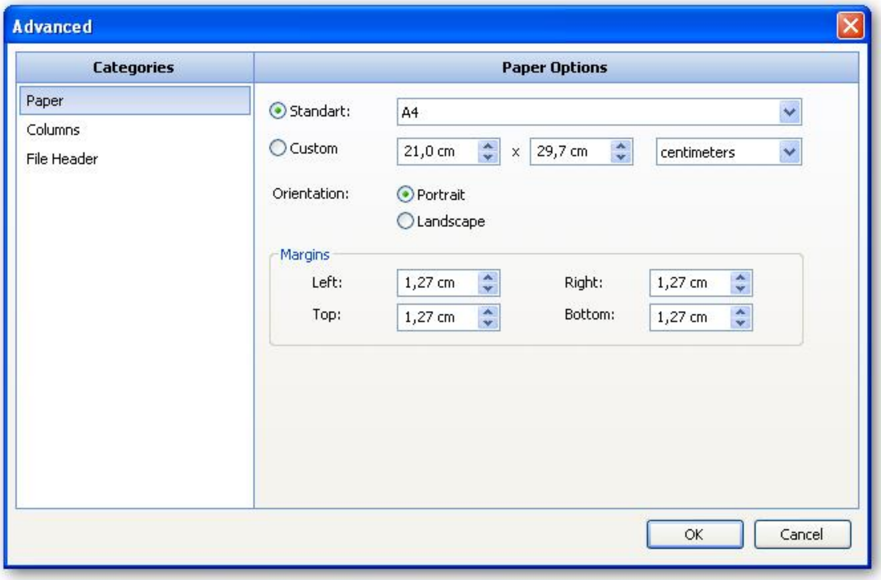
1) **Pages**. Specifies the description of the pages in the new document.
   a) **Standard**. Selecting this option allows you to choose the standard size of the page.
   b) **Custom**. Selecting this option allows you to specify the size of the page.
   c) **Orientation**. Sets the orientation of the page.
      i) **Portrait**. The longer side of the page runs vertically.
      ii) **Landscape**. The longer side of the page runs horizontally.
   d) **Count**. Defines the number of empty pages to be created.

From Text File...

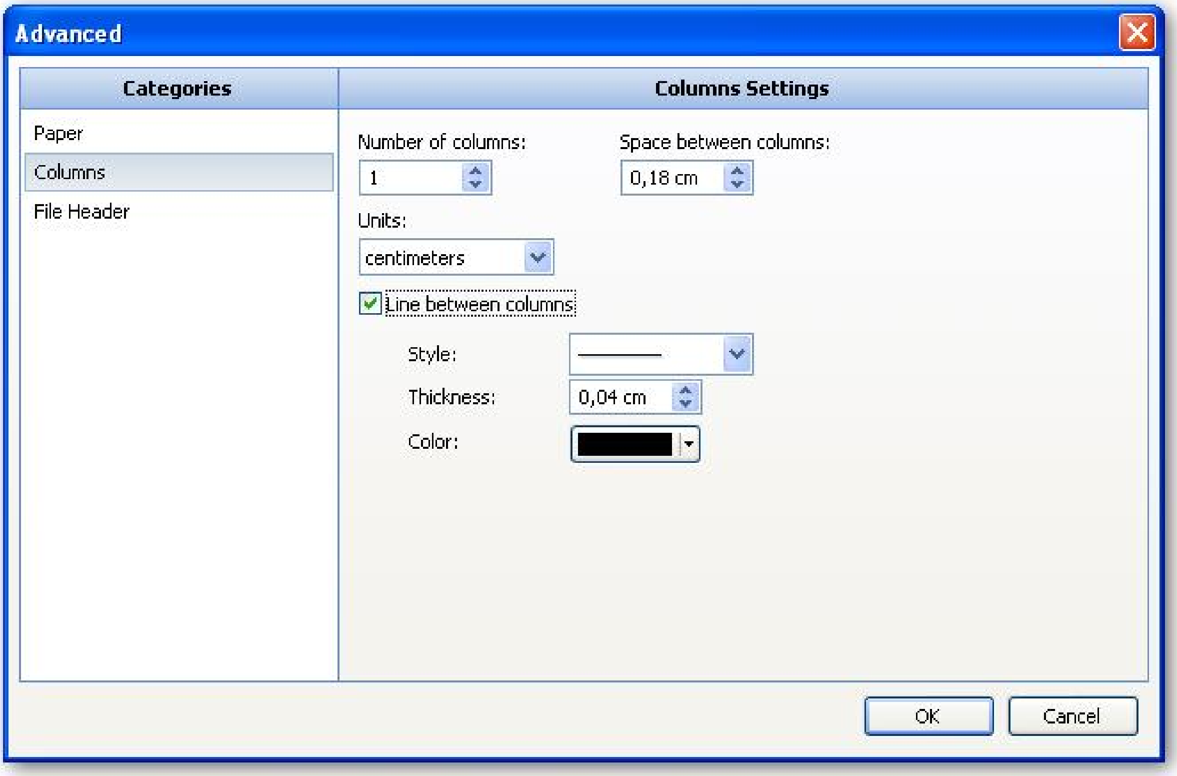
Clicking the **From Text File...** option opens the **New Document from Text** dialog box:



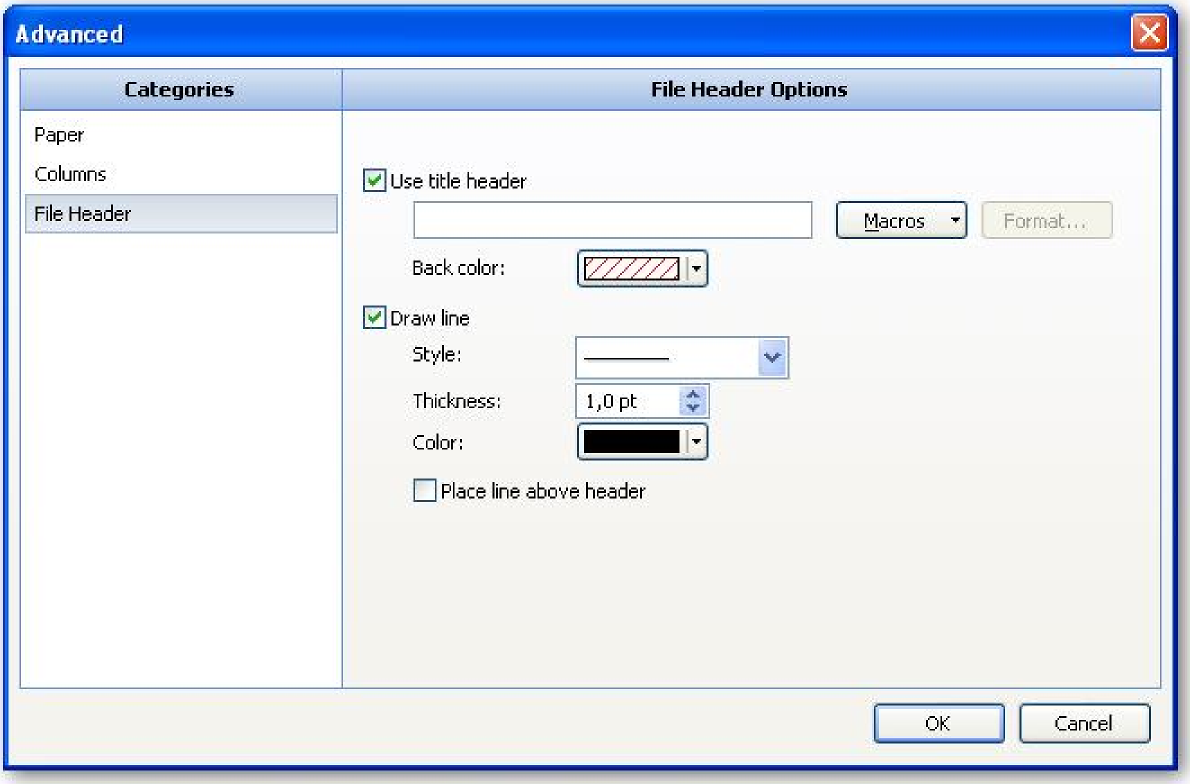
1) **Source Text Files**. Selects the text files for the new document to be created from.
   a) **Add Files…**. Opens the **Create New Document…** dialog box to select a text file from.
   b) **Add Folder…**. Opens the **Browse For Folder** dialog box to select a text file from.
   c) **View…**. Opens the chosen file so that you could view it.
   d) **Up**. Moves the selected file up in the list.
   e) **Down**. Moves the selected file down in the list.
   f) **Remove**. Removes the selected file from the list.
   g) **Select File Options**. Allows you to set the appropriate file options.
      i) **Text Encoding**. Allows you to choose the appropriate text encoding.
      ii) **New Paragraph Mode**. Defines the placing of the new paragraphs in the PDF document. The fields are self-explanatory.
         (1) **Auto Detect**.
         (2) **Each newline character starts a new paragraph**.
         (3) **Double newline character starts a new paragraph, singles ignored**.
         (4) **Double newline character starts a new paragraph, single converted**.
   h) **Place File Mode**. Allows you to choose the way each file will be placed. The fields are self-explanatory.
      i) **Start each file from new paragraph**.
      ii) **Start each file from new page**.
2) **Options…**. Defines additional settings for the text files.
   a) **Paper**. Allows you to set the paper options.



      i) **Standard**. Selecting this option allows you to choose the standard size of the page.
      ii) **Custom**. Selecting this option allows you to specify the size of the page.
      iii) **Orientation**. Sets the orientation of the page.
         (1) **Portrait**. The longer side of the page runs vertically.
         (2) **Landscape**. The longer side of the page runs horizontally.
      iv) **Margins**. Margins adjust the size of the page by setting non-zero margins using the selected "user units." The adjustments are:
         (1) **Left**. The left margin is moved to the right by the amount specified in **Units**.
         (2) **Right**. The right margin is moved to the left by the amount specified in **Units**.
         (3) **Top**. The top margin is moved down by the amount specified in **Units**.
         (4) **Bottom**. The bottom margin is moved up by the amount specified in **Units**.
   b) **Columns**. Allows you to put the text files into columns and define the settings of the columns. The fields are self-explanatory.

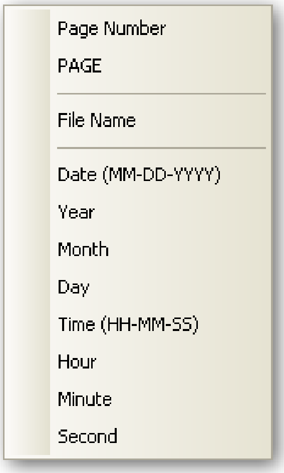


c) **File Header**. Allows you to specify the file header options.



i) **Use title header**. Specifies the title header of each file. You may enter any valid name you like.

(1) In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names. The fields are self-explanatory.



(2) **Format…**. N.B. This function was not available at the time of writing of this documentation revision.

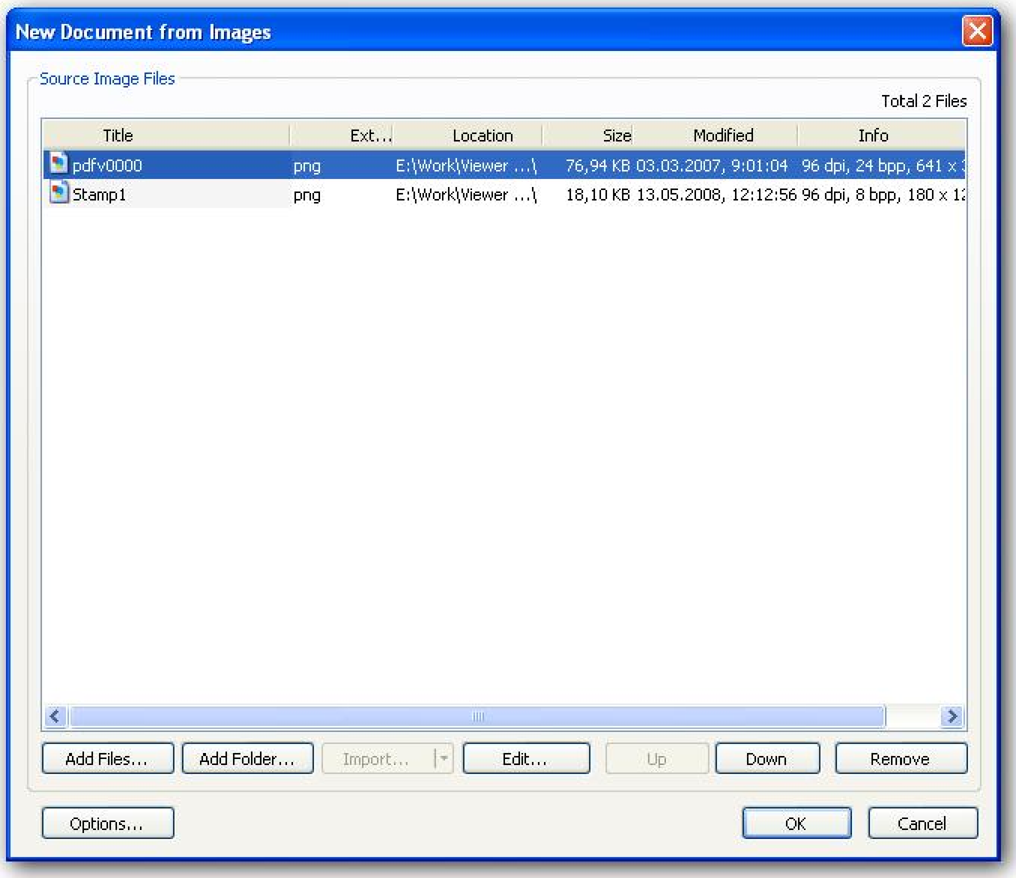
(3) **Back color**. Opens the standard color selection dialog to allow you to customize the background color for the header.

ii) **Draw line**. Allows you to draw a line that would separate files one from another and specify the line's appearance.

(1) **Place line above header**. The line will be placed above the header.

From Image File...

Clicking the From Image File... option opens the New Document from Images dialog box:



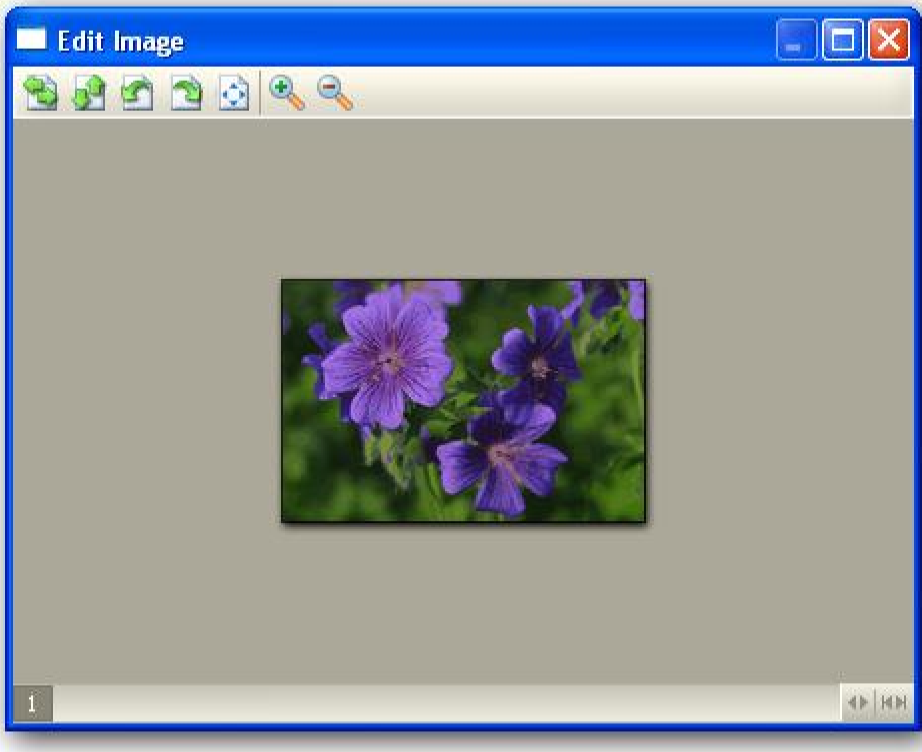
1) **Source Image Files**. Selects the image files for the new document to be created from.

a) **Add Files…**. Opens the **Open** dialog box to select an image file from.

b) **Add Folder…**. Opens the **Browse For Folder** dialog box to select an image file from.

c) **Import…**. Opens the list of scanners installed on your computer.

d) **Edit...**. Opens the **Edit Image** dialog box which allows you to modify the selected image.



i) **Flip Horizontal** button  is used to rotate an image about a vertical axis through the center of the image.

ii) **Flip Vertical** button  is used to rotate an image about a horizontal axis through the center of the image.

iii) **Rotate 90 CCW** button  rotates the image by 90 degrees counterclockwise.

iv) **Rotate 90 CW** button  rotates the image by 90 degrees clockwise.

v) **Fit** button  fits the image within the borders of the view pane.

vi) **Zoom In** button  increases the Zoom percentage of the image.

vii) **Zoom Out** button  decreases the Zoom percentage of the image.

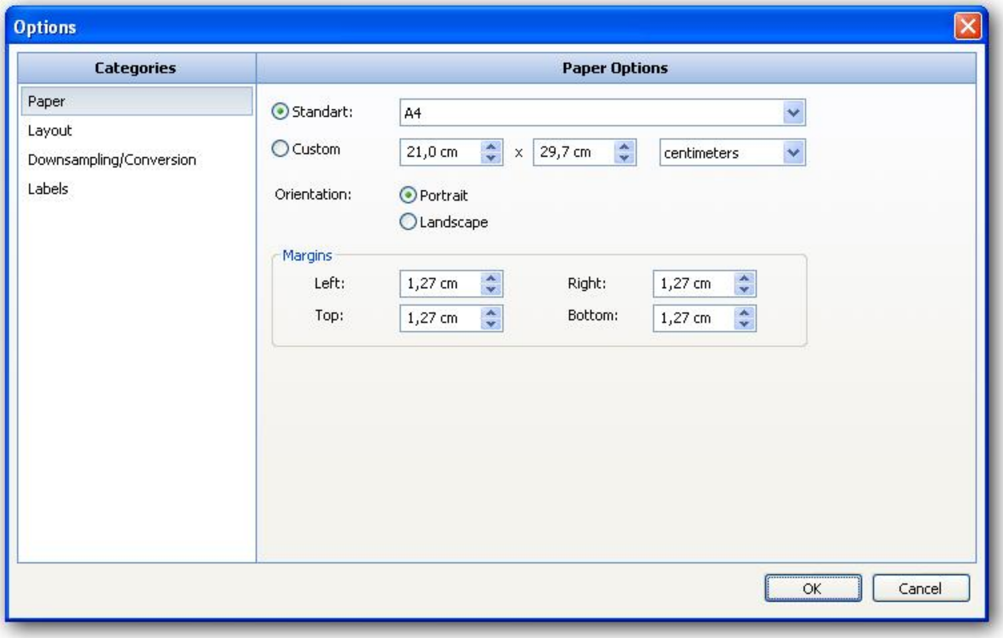
e) **Up**. Moves the selected file up in the list.

f) **Down**. Moves the selected file down in the list.

g) **Remove**. Removes the selected file from the list.

2) **Options….** Defines additional settings for the new document.

a) **Paper**. Allows you to set the paper options.



i) **Standard**. Selecting this option allows you to choose the standard size of the page.

ii) **Custom**. Selecting this option allows you to specify the size of the page.

iii) **Orientation**. Sets the orientation of the page.

(1) **Portrait**. The longer side of the page runs vertically.

(2) **Landscape**. The longer side of the page runs horizontally.

iv) **Margins**. Margins adjust the size of the page by setting non-zero margins using the selected "user units." The adjustments are:

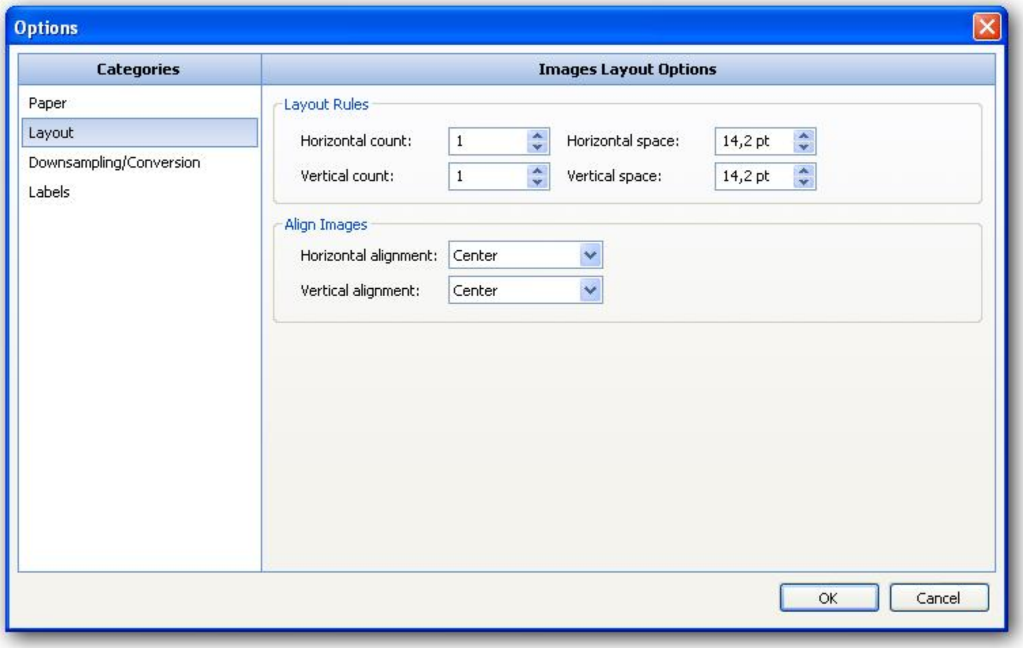
(1) **Left**. The left margin is moved to the right by the amount specified in **Units**.

(2) **Right**. The right margin is moved to the left by the amount specified in **Units**.

(3) **Top**. The top margin is moved down by the amount specified in **Units**.

(4) **Bottom**. The bottom margin is moved up by the amount specified in **Units**.

b) **Layout**. Allows you to set the image layout options.



i) **Layout Rules**.

(1) **Horizontal count**. Specifies the number of columns for the horizontal layout.

(2) **Vertical count**. Specifies the number of columns for the horizontal layout.

(3) **Horizontal space**. Controls the amount of horizontal space around an image.

(4) **Vertical space**. Controls the amount of vertical space around an image.

ii) **Align Images**. Sets the image alignment.

(1) **Horizontal alignment**. Sets the horizontal alignment of the images.

(a) *Left*.

(b) *Center*.

(c) *Right*.

(d) *Fit*.

(2) **Vertical alignment**. Sets the vertical alignment of the images.

(a) *Top*.

(b) *Center*.

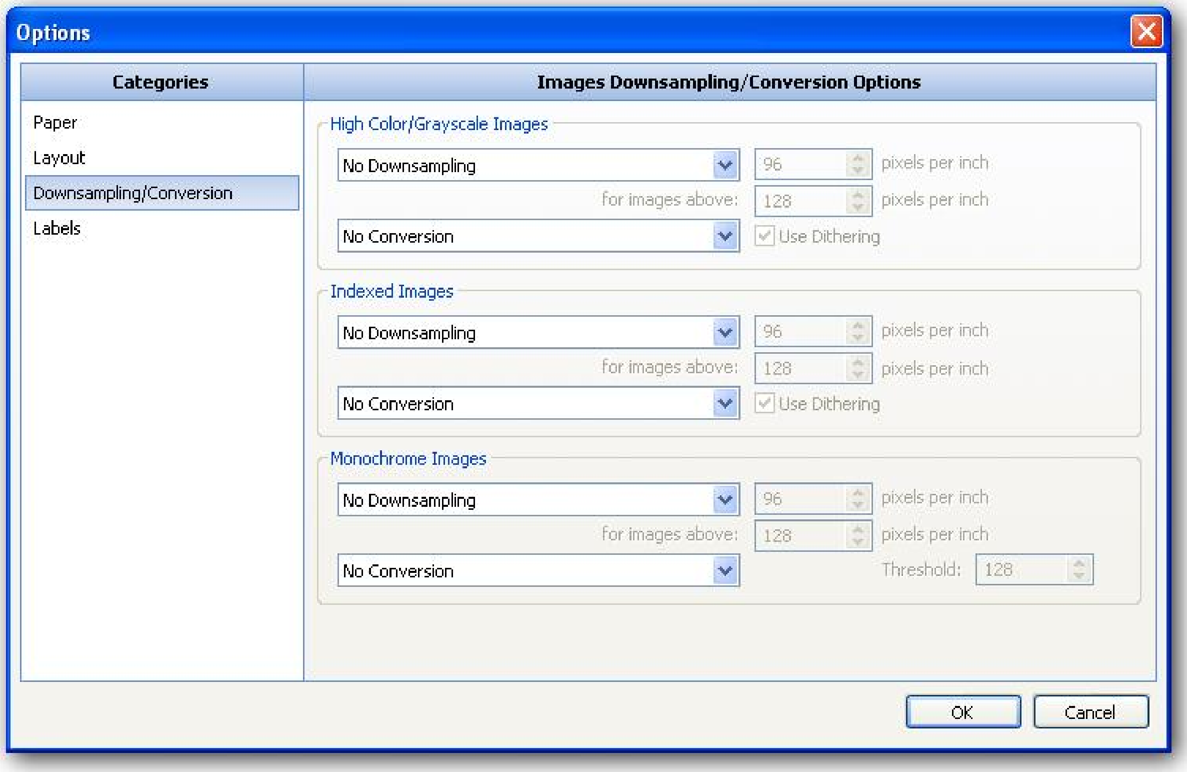
(c) *Bottom*.

(d) *Fit*.

c) **Downsampling/Conversion**. Allows you to set the options of image's downsampling and conversion.

Downsampling decreases the number of pixels in an image. To downsample images, choose a downsampling method (linear, bilinear, or bicubic downsampling) and enter the desired resolution (in pixels per inch). Then enter a resolution in the *for images above* text box.

Conversion allows you to change the images' color mode for grayscale, monochrome or black & white.



ii) **High Color/Grayscale Images**. Applies downsampling or conversion options for high color and grayscale images.

(1) **No Downsampling**. Allows you to disable downsampling if the PDF file is to be printed at high resolution.

(2) **Linear Downsampling To**. The classical linear downsampling approach is based on the removal from the original image of those frequencies which are too high to be represented at a lower resolution level.

(3) **Bilinear Downsampling To**. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.

(4) **Bicubic Downsampling To**. Is a more precise downsampling method based on an examination of the values of surrounding pixels. Using more complex calculations, Bicubic downsampling produces smoother tonal gradations than Linear or Bilinear ones.

(5) **No Conversion**. No images will be converted.

(6) **Convert To Grayscale**. Images will be converted to grayscale.

(7) **Convert To Monochrome**. Images will be converted to monochrome.

(8) **Convert To Black & White**. Images will be converted to black & white.

(9) **Use Dithering**. When the Use Dither option is selected, Photoshop mixes colors in the destination color space to simulate a missing color that existed in the source space. Although dithering helps to reduce the blocky or banded appearance of an image.

iii) **Indexed Images**. Applies downsampling or conversion options for indexed images.

(1) **No Downsampling**. Allows you to disable downsampling if the PDF file is to be printed at high resolution.

(2) **Linear Downsampling To**. The classical linear downsampling approach is based on the removal from the original image of those frequencies which are too high to be represented at a lower resolution level.

(3) **Bilinear Downsampling To**. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.

(4) **Bicubic Downsampling To**. Is a more precise downsampling method based on an examination of the values of surrounding pixels. Using more complex calculations, Bicubic downsampling produces smoother tonal gradations than Linear or Bilinear ones.

(5) **No Conversion**. No images will be converted.

(6) **Convert To Grayscale**. Images will be converted to grayscale.

(7) **Convert To Monochrome**. Images will be converted to monochrome.

(8) **Convert To Black & White**. Images will be converted to black & white.

iv) **Monochrome Images**. Applies downsampling or conversion options for monochrome images.

(1) **No Downsampling**. Allows you to disable downsampling if the PDF file is to be printed at high resolution.

(2) **Linear Downsampling To**. The classical linear downsampling approach is based on the removal from the original image of those frequencies which are too high to be represented at a lower resolution level.

(3) **Bilinear Downsampling To**. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.

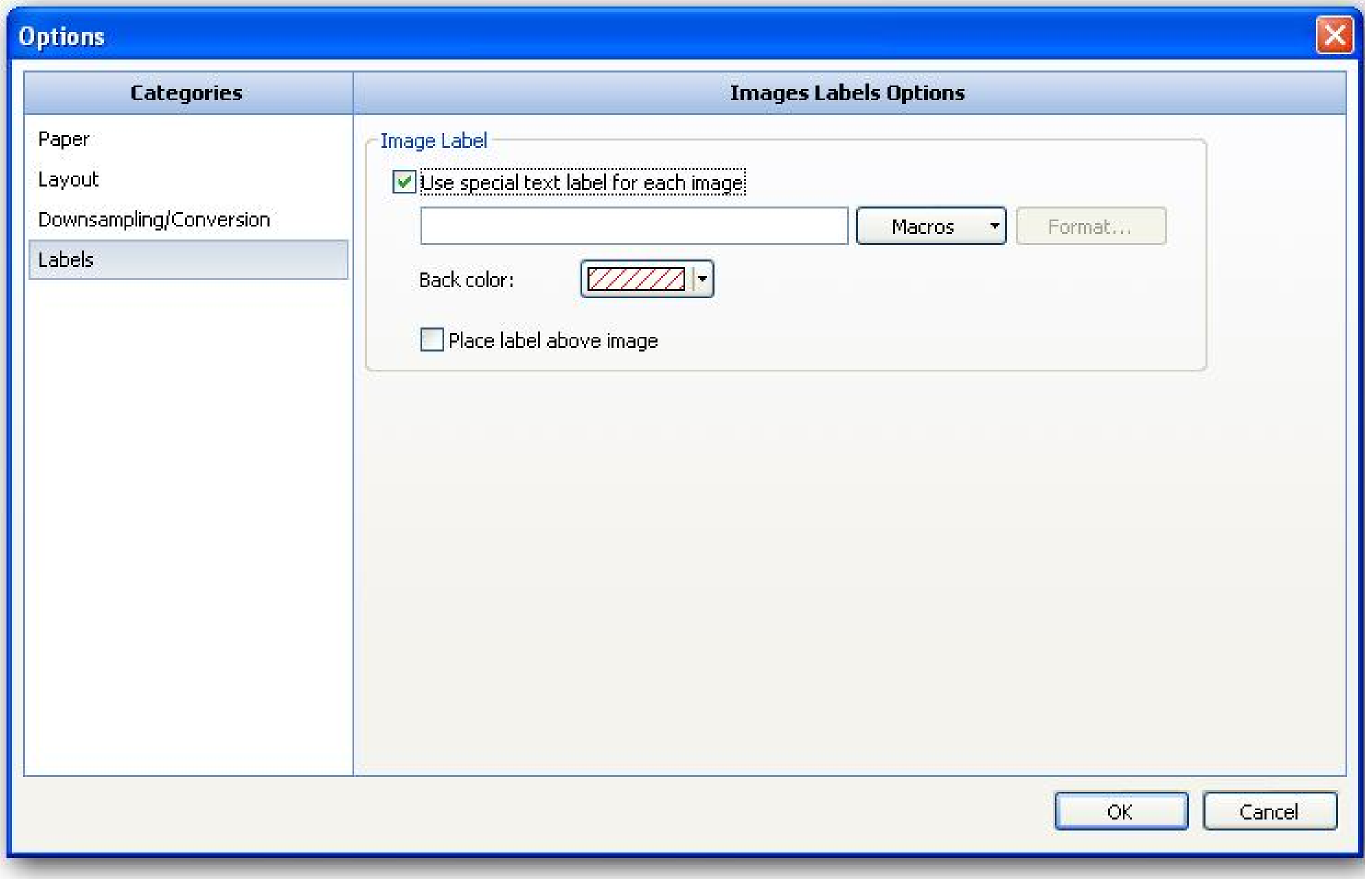
(4) **Bicubic Downsampling To**. Is a more precise downsampling method based on an examination of the values of surrounding pixels. Using more complex calculations, Bicubic downsampling produces smoother tonal gradations than Linear or Bilinear ones.

(5) **No Conversion**. No images will be converted.

(6) **Convert To Grayscale**. Images will be converted to grayscale.

(7) **Convert To Black & White**. Images will be converted to black & white.

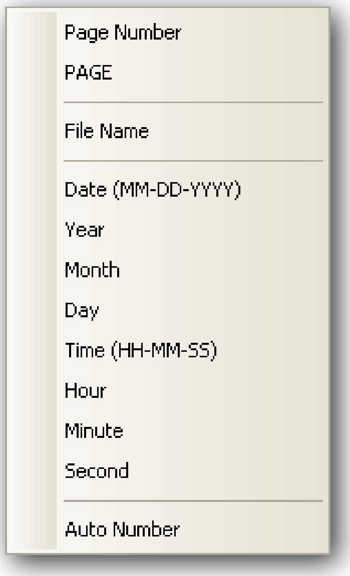
a) **Labels**. Allows you to set the image label options.



i) **Image Label**. Allows you to add a text label for the image.

(1) **Use special text label for each image**. Specifies the text label for each file. You may enter any valid name you like.

(a) **Macros**. Clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names. The fields are self-explanatory.



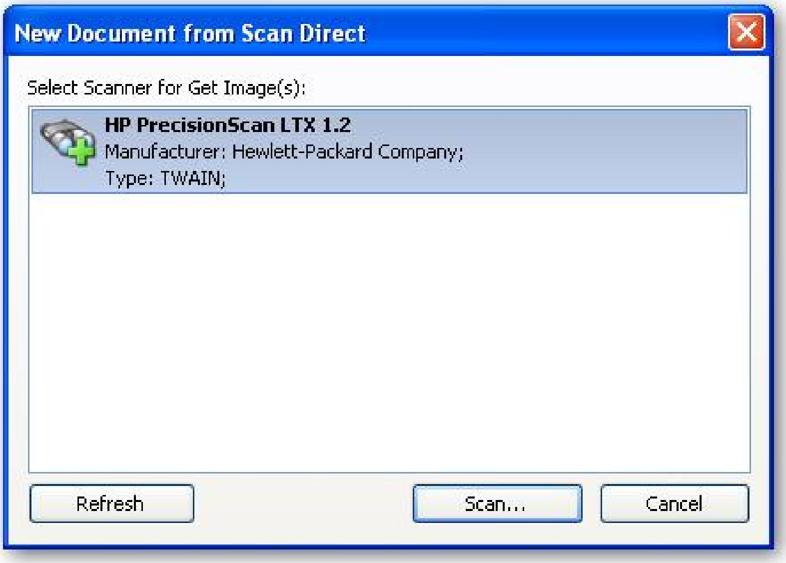
(a) **Format...**. N.B. This function was not available at the time of writing of this documentation revision.

(2) **Back color**. Opens the standard color selection dialog for you to customize the background color for the image label.

(3) **Place label above image**. The label will be placed above the image.

From Scanner...

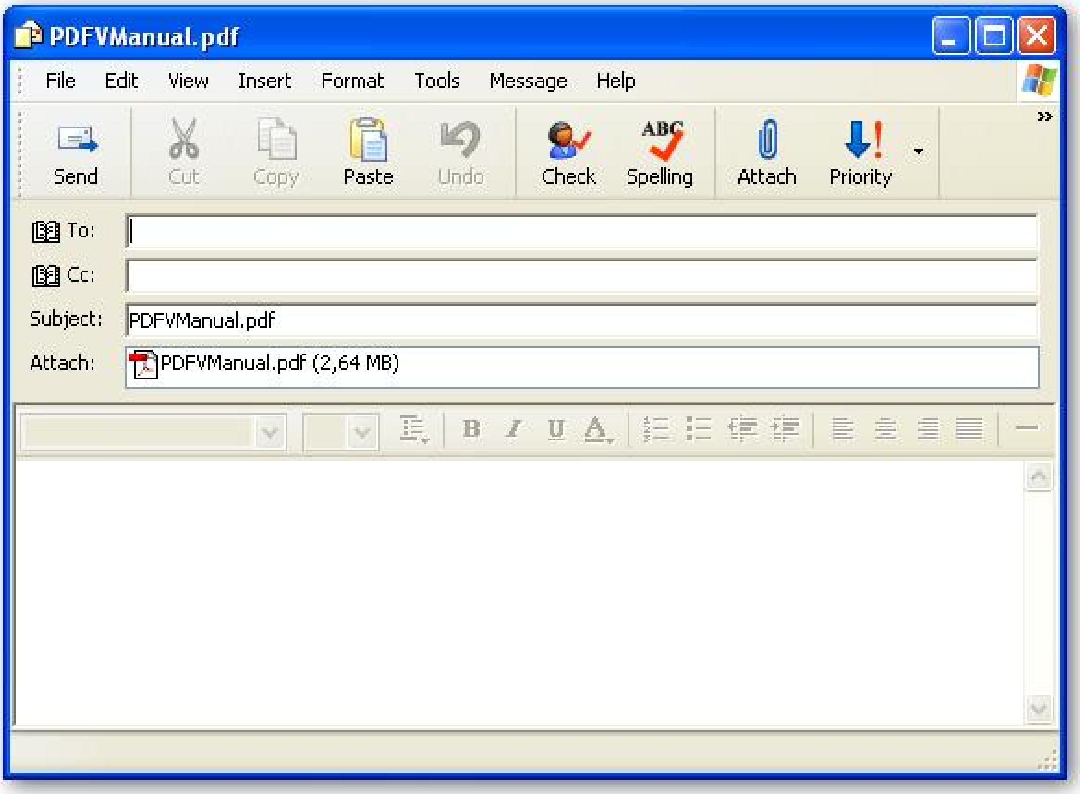
Clicking the **From Scanner...** option opens the **New Document from Scan Direct** dialog box:



Send by Email

Send by Email... allows you to send a copy of the currently displayed PDF file to another user by email.

When you select this option, the **PDF-XChange Viewer** attempts to open the local **MAPI** client with the currently displayed PDF file as its attachment:



In this case, the MAPI client is Microsoft® Outlook®.

You may then add the recipient information and a message as desired.

Close

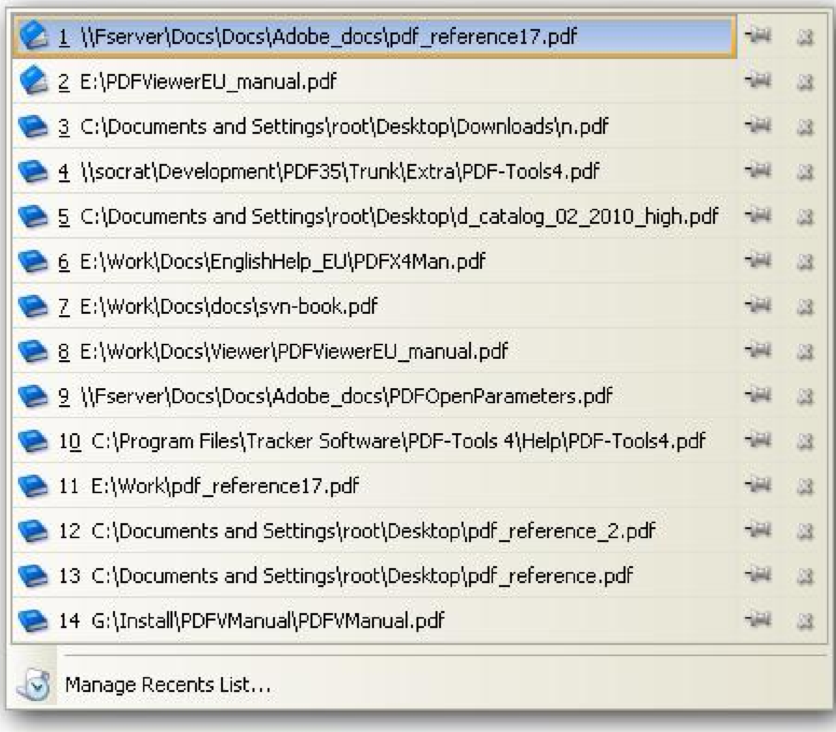
Close closes the currently displayed PDF file.

Close All

Close All closes all opened PDF files.

Recent Files

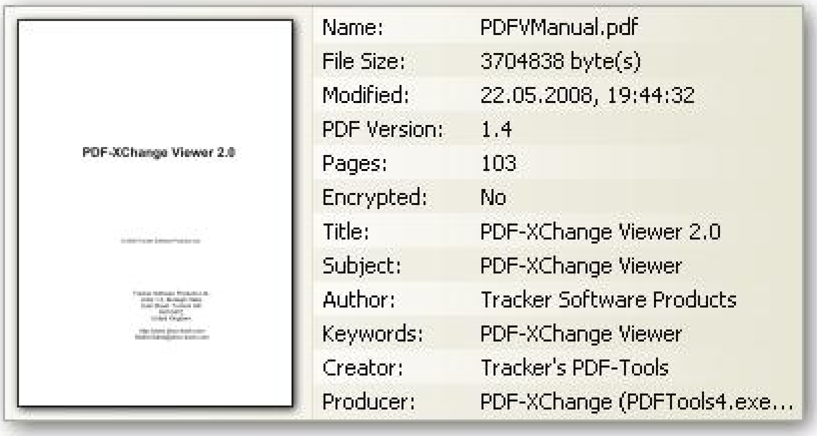
Recent Files displays a selection list of recently used files.



Clicking the pushpin to the right of the document name will "pin" the document to the list so that it won't "fall off" the list if the maximum number of documents in the **Recent Files** list is exceeded.

You can change the number of items in the **Recent Files** list and other options using the **Edit Preferences** dialog.

When you mouse over a specific file from the list, the first page and other properties of the document are displayed:



Export

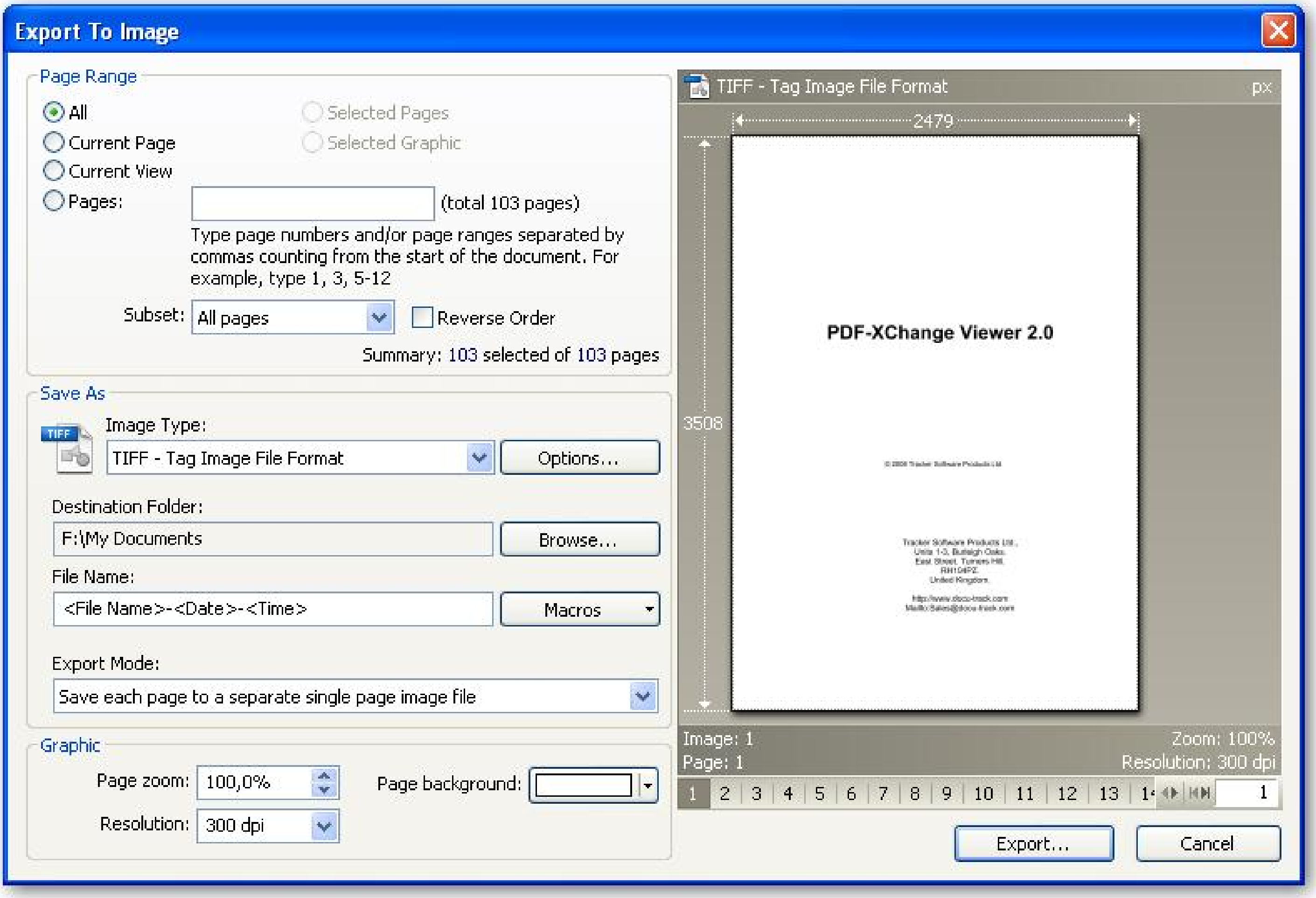
Export allows you to export a selected page(s) or selected area of a page as an image file.

Selecting this option first takes you to the **Export Options** submenu:



At the current time only export to Image file is available.

Clicking the **Export to Image...** option opens the **Export to Image** dialog box:



The entries on this dialog box are:

1) **Page Range**. This selects the page(s) to be exported to image file(s). Valid options are:

   a) **All**. The entire document will be exported.

   b) **Current Page**. Only the currently selected page will be exported.

   c) **Current View**. Only pages appearing in the current view will be exported.

   d) **Selected Pages**. Only pages selected in the Thumbnail list will be exported.

   e) **Selected Graphic**. Only Graphic selected in the Thumbnail list will be printed.

   f) **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.

g) **Subset**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

i) **All pages**. All of the specified pages are exported.

ii) **Odd pages**. Within the specified Page Range(s) only odd-numbered pages will be exported: 1, 3, 5, etc.

iii) **Even pages**. Within the specified Page Range(s) only even-numbered pages will be exported: 2, 4, 6, etc.

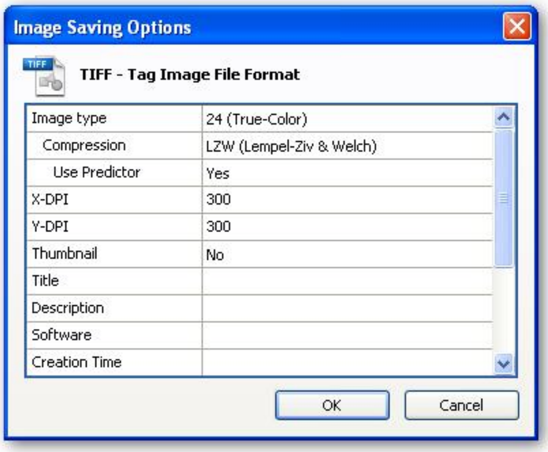
h) **Reverse order**. Checking this checkbox will reverse the order of pages in the export image file.

2) **Save As**. Selects the output image options to use for export. Valid options are:

a) **Image Type** is a drop box that allows you to select which export image file format to use. After selecting an image type, you may click the **Options...** button to open a dialog box to tailor the output further. The options for each are different, but are relatively self-explanatory if you examine them. Valid export image file formats are:

BMP	Windows Bitmap
DCX	Multipage PCX
GIF	Compuserve GIF
JBIG2	Joint Bi-level Image experts Group v2
JNG	JPEG Network Graphic
JPEG	Joint Photographic Experts Group
JPEG2000	JPEG 2000
PBM	Portable Bitmap
PCX	PC Paintbrush File Format
PGM	Portable Graymap
PNG	Portable Network Graphic
PPM	Portable Pixelmap
TGA	Truevision Targa
TIFF	Tag Image File Format
WBMP	Wireless Bitmap format

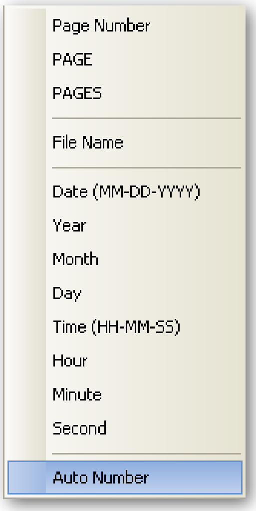
Options.... Clicking the **Options...** button opens an **Image Saving Options** dialog to change the default image format details for the selected **Image Type**. For example, for **TIFF** files, the dialog looks like:


Image Saving Options
TIFF - Tag Image File Format
Image type
24 (True-Color)
Compression
LZW (Lempel-Ziv & Welch)
Use Predictor
Yes
X-DPI
300
Y-DPI
300
Thumbnail
No
Title
Description
Software
Creation Time
OK
Cancel

b) **Destination Folder** selects the destination folder to receive the image files. Note that you may not simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder:



c) **File Name** specifies the name of the export file. You may enter any valid file name you like. In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names. This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages:



i) **Page Number**. For single-page image files, such as BMP files, inserts the current PDF document page number in the export file name. For multi-page image files (such as TIFF files), inserts the first selected PDF document page number in the export file name.

ii) **PAGE** is a synonym for **Page Number**. This is often used in a "PAGE of PAGES" expression.

iii) **PAGES** inserts the total page count of the PDF document file in the export file name. This is often used in a "PAGE of PAGES" expression.

iv) **File Name** inserts the PDF document file name in the export file name.

v) **Date (MM-DD-YYYY)** inserts the current date in the export file name, in month-day-year order. If this is not appropriate, the next three items allow you to tailor your own date format.

vi) **Year** inserts the four-digit year in the export file name.

vii) **Month** inserts the two-digit month in the export file name.

viii) **Day** inserts the two-digit day of the month in the export file name.

ix) **Time (HH-MM-SS)** inserts the current time in the export file name, in hour-minute-second order. If this is not appropriate, the next three items allow you to tailor your own time format.

x) **Hour** inserts the two-digit hour in the export file name. Hour is from 0 (midnight) to 23 (11PM).

xi) **Minute** inserts the two-digit minute in the export file name.

xii) **Second** inserts the two-digit second in the export file name.

xiii) **Auto Number** inserts a counting number in the export file name. This is most useful when exporting multiple pages to single-page image files.

d) **Export Mode** determines how multiple PDF document pages are placed into multi-page export image files. Valid choices are:

i) **Save all pages to a single multi-paged image file**. Self-explanatory.

ii) **Save each page range to a separate multi paged image file**. When **Page Range** is set to **Pages**, each comma-separated range is placed in a different file.

iii) **Save each page to a separate single paged image file**. Each PDF document page is placed in a separate export image file.

3) **Graphic** defines the parameters for mapping the PDF document page to the export image file format.

a) **Page zoom** sets the zoom percentage of the PDF page that is exported to image file format.

b) **Resolution** is measured in dots-per-inch (DPI). The higher the resolution, the better the picture quality, but the larger the image file will be. Default is 300 DPI which seems to be a good compromise in most situations.

c) **Page Background** determines the color of the unmapped PDF page areas ("background") in the output image file. You may select the color from the dialog box by clicking the color button.

Once you have made the desired selections, click the **Export...** button to export the image(s), or **Cancel** to cancel the operation.

When you select **Export...** a progress screen of the export operation is displayed.

Form Data

Form Data allows you to enter and retrieve data from Adobe Acrobat Forms.

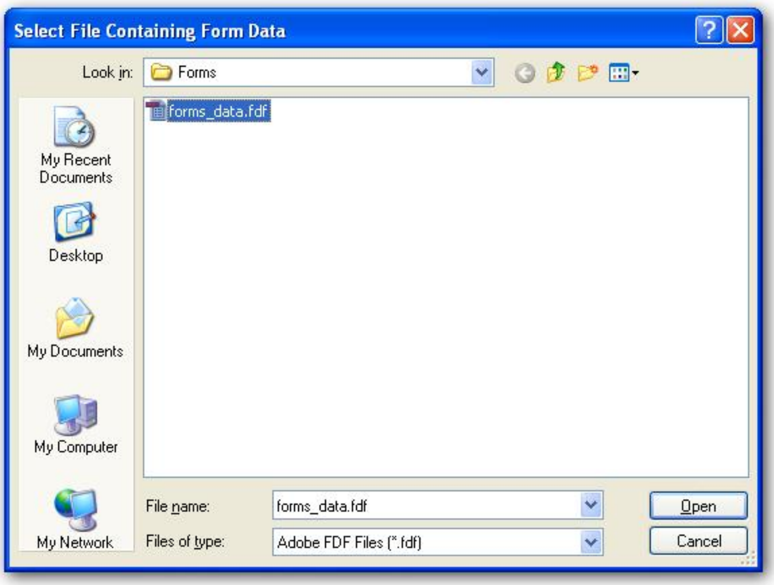
Clicking this menu item opens a submenu of choices:



Import Data to Form...

Import Data to Form... allows you to import data from an Adobe© Acrobat© FDF file to an **AcroForm**.
N.B. A PDF AcroForm with matching field names as the form data FDF file must be the Active document for this to work.

When you select this option, the following dialog appears:



Select the saved form data file that matches the fields in the open form document, by default **%Docname-data.fdf**, where %Docname is the name of the active AcroForm document.

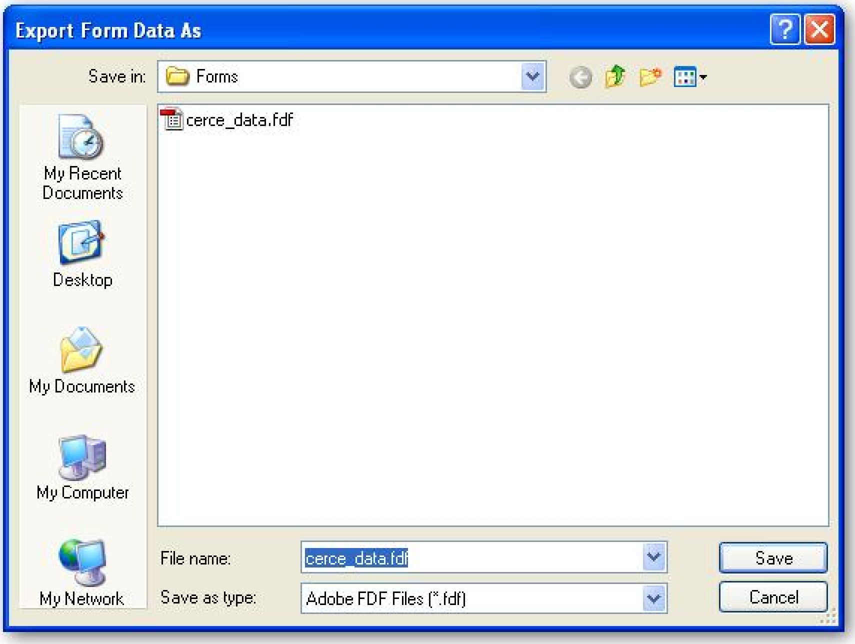
Click **Open**, and the fields in the active document will then contain the data from the FDF form data file.

Export Data from Form...

Export Data from Form... allows you to export data from an **AcroForm** to an Adobe© Acrobat© FDF file.

N.B. A PDF with Form data must be the Active document for this to work.

When you select this option, the following dialog appears:

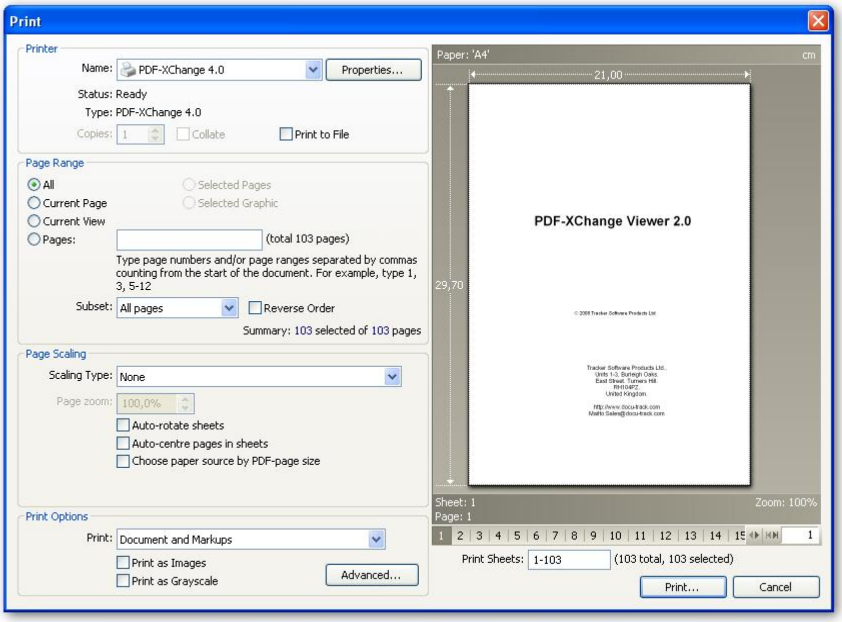


The default name of the saved form data file is defined as **%Docname-data.fdf**, where %Docname is the name of the Active document. Simply accept or specify the name you wish to use for the form data, and an Adobe® Acrobat® FDF format file will be created.

Print...

Print... allows you to print the contents of the currently selected PDF document to a selected printer.

Warning! Page Scaling functions are a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.
Clicking this option opens the **Print** dialog:



1) **Printer** selects the Printer on which to print the PDF document.

   a) **Name** is a drop box of all available printers to allow you to select which printer to print to. The system default printer is displayed when you first open the dialog box.

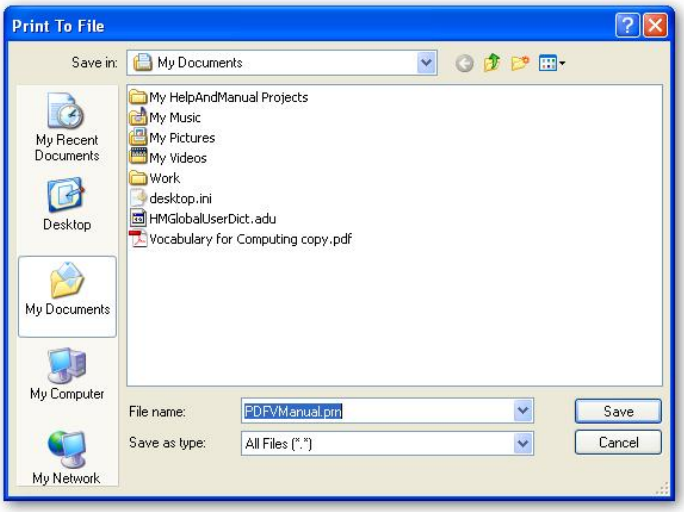
   b) **Properties**. Click this button after selecting your printer to set the printer properties as desired.

   c) **Status** and **Type** display additional printer information.

   d) **Copies.** Specifies the number of copies to print.
   N.B. This only works for hardcopy printers. It is disabled for "printer drivers" such as *PDF-XChange*.

   e) **Collate.** When checked, the printer will be instructed to collate multiple copies. The exact interpretation of this is up to the printer software.
   N.B. This only works for hardcopy printers. It is disabled for "printer drivers" such as *PDF-XChange*.

   f) **Print to File**. When this box is checked and the OK button is clicked, the following dialog appears:



The *My Documents* folder and the name of the document with the extension ".prn" is the default for the print file, but may be changed here. When you click Save, the document will be printed and saved to the indicated file. If you click Cancel, the print job is not done.

   g) **Duplex Mode**.

2) **Page Range**. This selects the page(s) to be printed. Valid options are:

a) **All**. The entire document will be printed.

b) **Current Page**. Only the currently selected page will be printed.

c) **Selected Pages**. Only pages selected in the Thumbnail list will be printed.

d) **Selected Graphic**. Only Graphic selected in the Thumbnail list will be printed.

e) **Current View**. Only pages appearing in the current view will be printed.

f) **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.

g) **Subset**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

i) **All pages**. All of the specified pages will be printed.

ii) **Odd pages**. Within the specified Page Range(s) only odd-numbered pages will be printed: 1, 3, 5, etc.

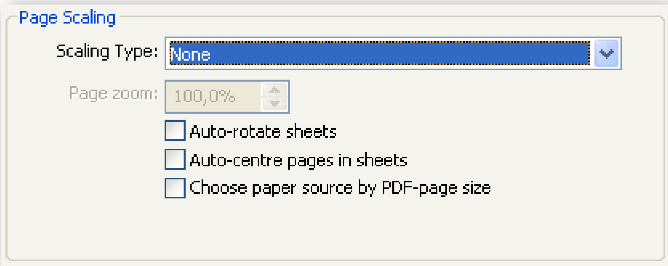
iii) **Even pages**. Within the specified Page Range(s) only even-numbered pages will be printed: 2, 4, 6, etc.

h) **Reverse order**. Checking this checkbox will reverse the order of pages to be printed.

3) **Page Scaling**. Controls the fitting of the PDF document pages to the selected printer's physical page dimensions.

a) **Scaling type**. Controls the PDF page to printer margins.

i) **None**. The PDF will not be scaled but will appear on the page at 100%. This can result in loss of page data by cropping.

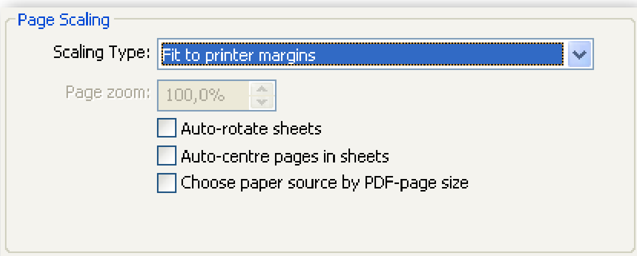


(1) **Auto-rotate sheets**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(2) **Auto-centre pages in sheets**. Automatically centers undersize PDF pages on the printer page.

(3) **Choose paper source by PDF-page size**. For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.

ii) **Fit to printer margins**. The page is fitted within the printer's margins, and may be expanded as necessary.

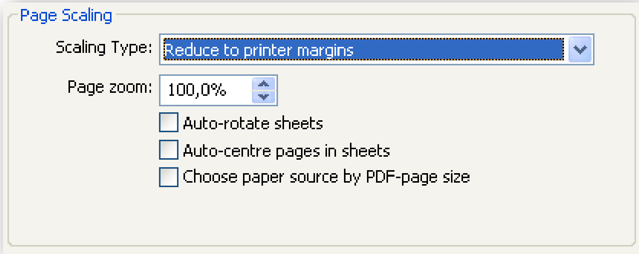


(1) **Auto-rotate sheets**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(2) **Auto-centre pages in sheets**. Automatically centers undersize PDF pages on the printer page.

(3) **Choose paper source by PDF-page size**. For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.

iii) **Reduce to printer margins**. Oversized pages are reduced to fit the printer margins, but undersized pages will not be expanded.



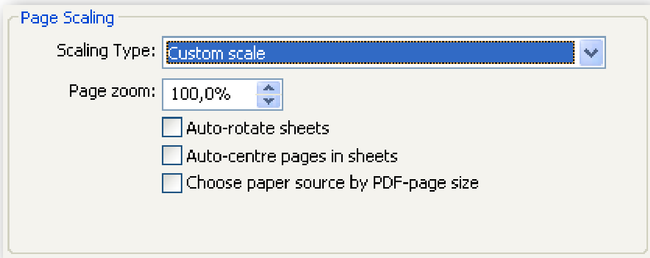
(1) **Page zoom**. Allows you to enter the zoom percentage of the PDF pages.

(2) **Auto-rotate sheets**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(3) **Auto-centre pages in sheets**. Automatically centers undersize PDF pages on the printer page.

(4) **Choose paper source by PDF-page size**. For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.

iv) **Custom scale**. Permits the user to print the PDF page after the page scale is set.



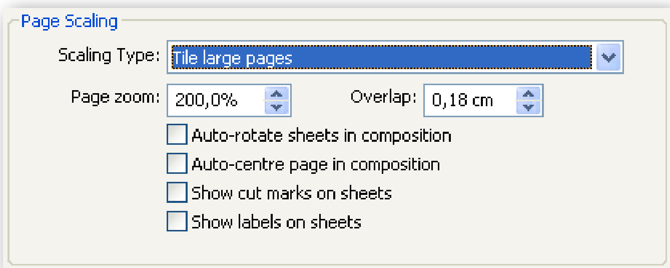
(1) **Page zoom**. Allows you to enter the zoom percentage of the PDF pages.

(2) **Auto-rotate sheets**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(3) **Auto-centre pages in sheets**. Automatically centers undersize PDF pages on the printer page.

(4) **Choose paper source by PDF-page size**. For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.

v) **Tile large pages**. Allows you to print a PDF page onto multiple sheets of paper if the page is larger than the page sizes available on your printer.



(1) **Page zoom**. Allows you to enter the zoom percentage of the PDF pages.

(2) **Overlap**. Specifies the minimum amount of duplicated information you want printed on each tile for ease in assembly. The Overlap option uses the unit of measure specified for the document. The value should be greater than the minimum nonprinting margins for the printer.

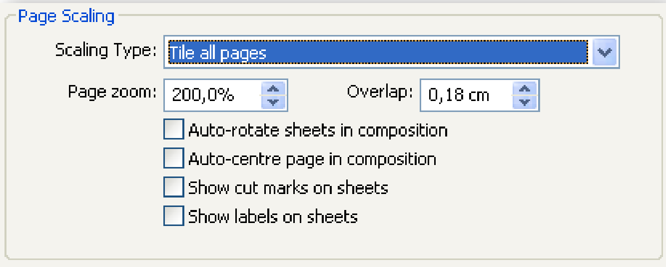
(3) **Auto-rotate sheets in composition**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(4) **Auto-centre page in composition**. Automatically centers undersize PDF pages on the printer pages.

(5) **Show cut marks on sheets**. Prints marks on each corner of a tiled page for ease of assembly. This option is used in conjunction with the Overlap option. When you specify an overlapping edge and then superimpose those edges, you can use the cut marks to line up the tiles.

(6) **Show labels on sheets**. Prints the tile coordinate on every sheet. Tile coordinates are used for reassembling the tiles.

vi) **Tile all pages**. Allows you to print all PDF pages onto multiple sheets of paper.



(1) **Page zoom**. Allows you to enter the zoom percentage of the PDF pages.

(2) **Overlap**. Specifies the minimum amount of duplicated information you want printed on each tile for ease in assembly. The Overlap option uses the unit of measure specified for the document. The value should be greater than the minimum nonprinting margins for the printer.

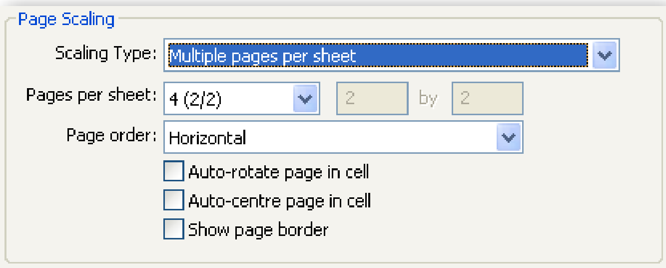
(3) **Auto-rotate sheets in composition**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(4) **Auto-centre page in composition**. Automatically centers undersize PDF page.

(5) **Show cut marks on sheets**. Prints marks on each corner of a tiled page for ease of assembly. This option is used in conjunction with the Overlap option.

(6) **Show labels on sheets**. Prints the tile coordinate on every sheet. Tile coordinates are used for reassembling the tiles.

vii) **Multiple pages per sheet**. Multiple pages can be printed on the same sheet of paper.



(1) **Pages per sheet**. Allows you to choose the number of pages that will appear on one printed page.

(2) **Page order**. Defines the order of the PDF pages on the printer page.

(a) **Horizontal**. Places pages from left to right, top to bottom.

(b) **Horizontal reversed**. Places pages from right to left, top to bottom.

(c) **Vertical**. Places pages top to bottom, left to right.

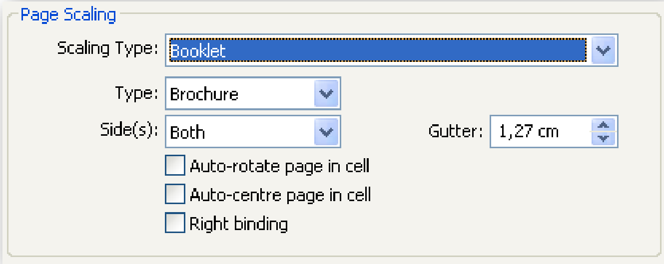
(d) **Vertical reversed**. Places pages top to bottom, right to left.

(3) **Auto-rotate sheets in composition**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(4) **Auto-centre page in composition**. Automatically centers undersize PDF pages on the printer page.

(5) **Show page border**. Draws the page boundary of PDF pages.

viii) **Booklet**. Allows you to create a booklet with pages arranged on sheets of paper so that they are in the correct order when the paper is collated, folded, and stapled.



(1) **Type**. Defines the type of the booklet to be printed.

(a) **Brochure**. Brochures are generally two or four pages in length and fit on a single sheet.

(b) **Book**. These have more that 2 or four pages, and are generally printed on both sides of large sheets, which are then folded and cut to produce a "signature". Many signatures may make up a single book.

(2) **Side(s)**. Determines which sides of the paper to print.

(a) **Both**. Both sides of the paper are automatically printed. N.B. Your printer must support automatic duplex printing.

(b) **Front**. Prints only those pages that appear on the front side of the paper.

(c) **Back**. Prints the pages on the back side of the paper.

(3) **Gutter**. Sets the size of the blank space at which two pages come together in a two-page spread.

(4) **Auto-rotate page in cell**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.

(5) **Auto-centre page in cell**. Automatically centers undersize PDF pages on the printer page.

(6) **Right binding**. Sets the right-to-left orientation for the text.

2) **Print Options.** Determines if extra elements will be printed as well as the basic text.

a) **Print**. This drop box selects which PDF elements to print. Valid values are:

i) **Document**. Prints only the PDF document without any markups.

ii) **Document and Markups**. Prints the PDF document with Markup annotations.

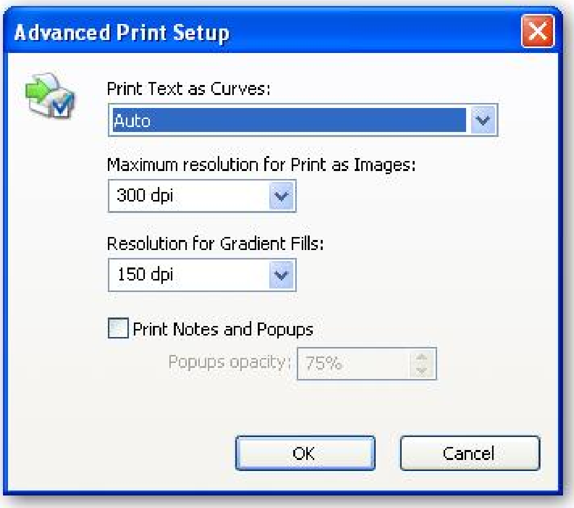
iii) **Document and Stamps**. Prints the PDF document with Stamp annotations.

iv) **Form Fields Data Only**. Prints the PDF document with Form Fields Data.

b) **Print as Images**. Converts all pages to images when printing.

c) **Print as Grayscale**. Causes all color information to be converted to grayscale image during printing.

d) **Advanced.** Opens the **Advanced Print Setup** dialog box:



i) **Print Text as Curves**. Allows the text to be printed as curves.

(1) **Auto**. When this option is selected, PDF-XChange Viewer decides what text should be printed as curves.

(2) **For Embedded Fonts**. Only embedded fonts are printed as curves.

(3) **Always**. Text is always printed as curves.

ii) **Maximum resolution for Print as Images**. Sets the maximum page resolution in pixels per inch (DPI) for Print as Images. Default is 300 DPI which seems to be a good compromise in most situations. Valid values are: 50, 72, 96, 100, 150, 300, 400, and 600 DPI.

iii) **Resolution for Gradient Fills**. Sets the page resolution in pixels per inch (DPI) for Gradient Fills. Valid values are: 50, 72, 96, 100, 150, 300, 400, and 600 DPI.

iv) **Print Notes and Popups**. Prints the PDF document with Notes and Popups.

(1) **Popups opacity**. Sets the degree of opacity for Popups.

e) **Print Sheets**. Allows you to choose the sheets that will be printed.

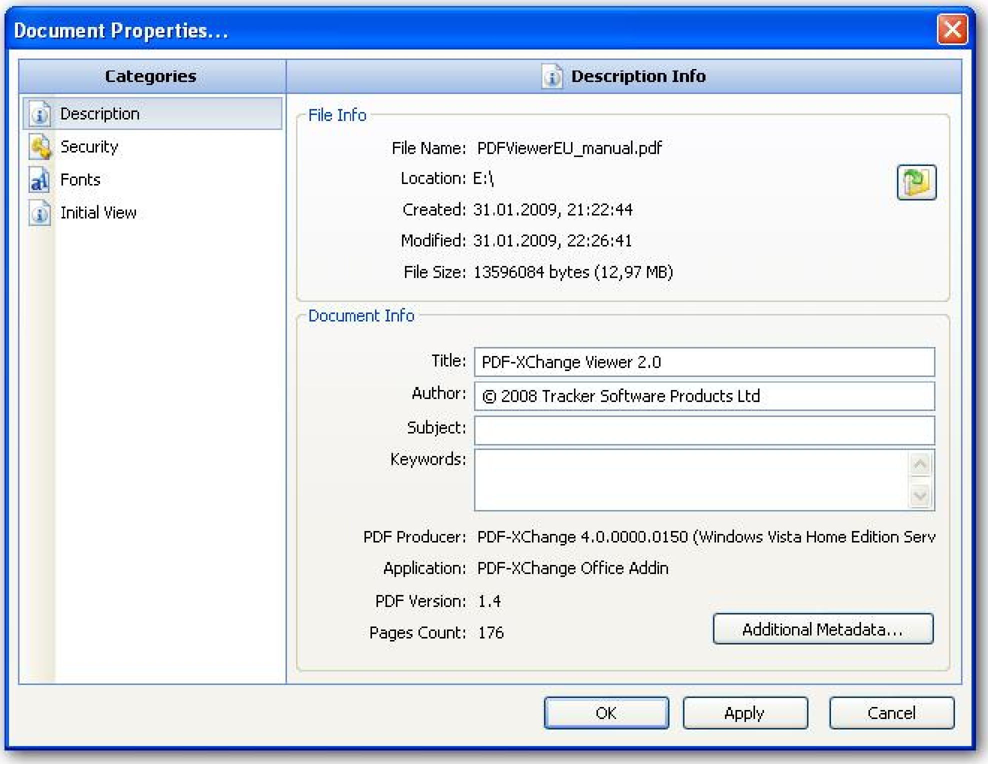
Document Properties...

Document Properties... opens a dialog to display additional information about the PDF document.

Note that Description, Security and Fonts are display ONLY - you cannot modify these fields in any way.

There are the following tabs on this dialog:

1) **Description**. This tab displays the descriptive information for the document. The fields are self-explanatory.



a) Note that **Title**, **Author**, **Subject** and **Keywords** may be changed as needed.

b) The **Additional Metadata...** button activates a dialog that shows customized Metadata fields that have been added to the standard data.

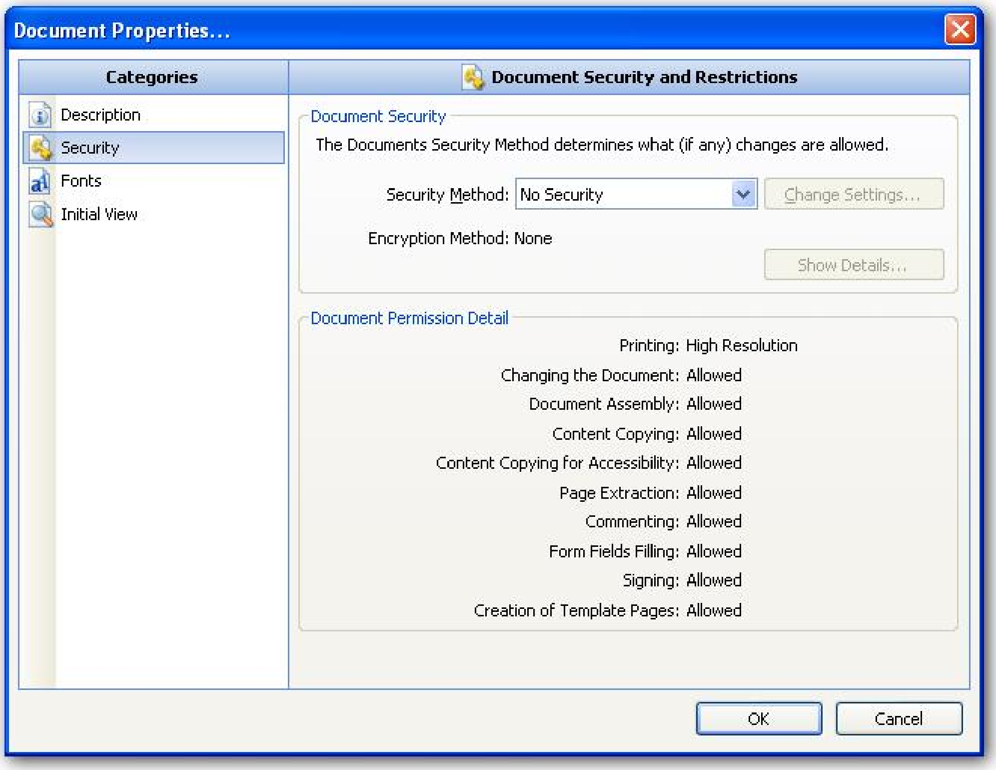
From **PDF Reference 1.7**:

10.2.1 Document Information Dictionary

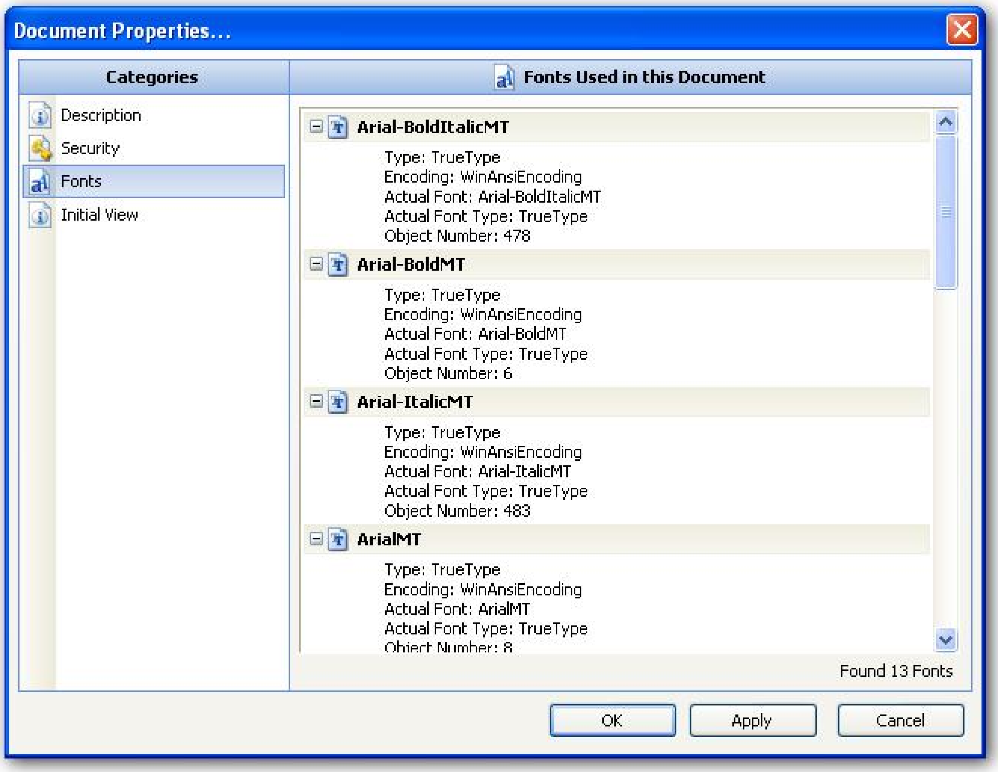
> *The optional Info entry in the trailer of a PDF file (see Section 3.4.4, "File Trailer") can hold a document information dictionary containing **metadata** for the document; Table 10.2 shows its contents. Any entry whose value is not known should be omitted from the dictionary rather than included with an empty string as its value.*

Please refer to **PDF Reference 1.7**, available as a free download from http://www.adobe.com/.

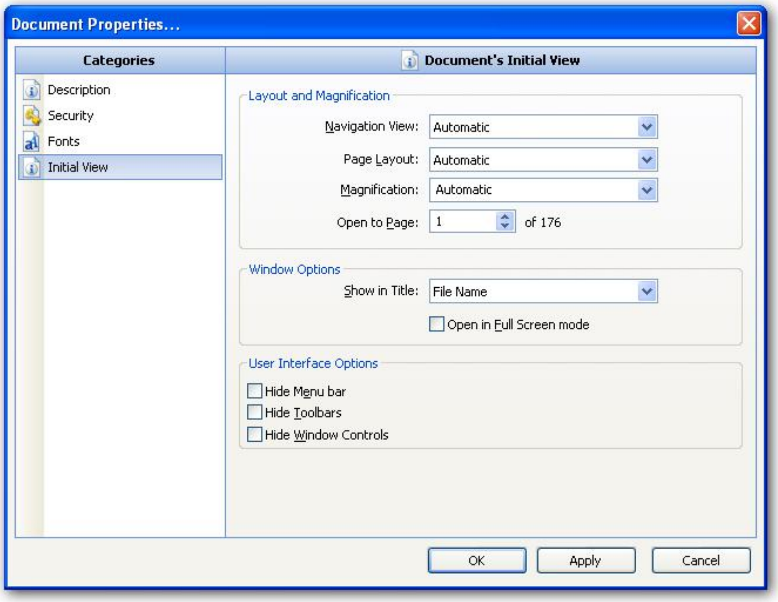
2) **Security**. This tab shows whether passwords are required for accessing this PDF and which operations are permitted. A good knowledge of PDF security and permissions will be helpful in deciphering this information.



3) **Fonts**. Displays the font information for the PDF document. This can be quite useful in resolving PDF display issues across platforms, especially in the case of missing fonts.



4) **Initial View**. Determines the settings of the page's initial view. The settings can be modified according to the user's preferences.



a) **Layout and Magnification**. Determines the appearance of the document.

i) **Navigation View**. Specifies which panels and pages are displayed in the navigation pane.

(1) **Automatic**. Uses the page display information from the PDF to determine how the PDF is displayed.

(2) **Page only**. Displays only the page. No panels are displayed.

(3) **Bookmarks panel and page**. Displays Bookmarks and PDF pages.

(4) **Thumbnails panel and page**. Displays Thumbnails and PDF pages.

(5) **Layers panel and page**. Displays Layers and PDF pages.

(6) **Attachments panel and page**. Displays Attachments and PDF pages.

ii) **Page Layout**. Specifies how document pages are arranged.

(1) **Automatic**. Uses the page display information from the PDF to determine how the PDF is displayed.

(2) **Single Page**. Displays only a single page at a time. It is not possible to scroll the pages to see part of one and part of another.

(3) **Continuous**. May display parts of two or more pages simultaneously.

(4) **Facing**. Pages are displayed side by side in pairs, but only two pages may be scrolled.

(5) **Continuous - Facing**. Pages are displayed side by side and more than two pages may be scrolled.

iii) **Magnification**. Sets the zoom level the document will appear at when opened.

iv) **Open to Page**. Determines the page that appears when the document opens.

b) **Window Options**. Specifies how the window adjusts in the screen area when a user opens the document. These options apply to the document window itself in relationship to the screen area of the user's monitor.

i) **Show in Title**. Displays the File Name or the Document Title in the title bar of the window. The document title is obtained from the Description panel of the Document Properties dialog box.

ii) **Open in Full Screen mode**. Maximizes the document window and displays the document without the menu bar, toolbar, or window controls.

c) **User Interface Options**. Allows you to hide some parts of the interface. If the menu bar and toolbars are hidden, users can apply commands and select tools only with the help of the keyboard shortcuts.

i) **Hide Menu bar**. Menu bar will be hidden.

ii) **Hide Toolbars**. Toolbars will be hidden.

iii) **Hide Window Controls**. Window controls will be hidden.

Copy Full File Name

Copies the fully-qualified file name of the active PDF to the Clipboard.

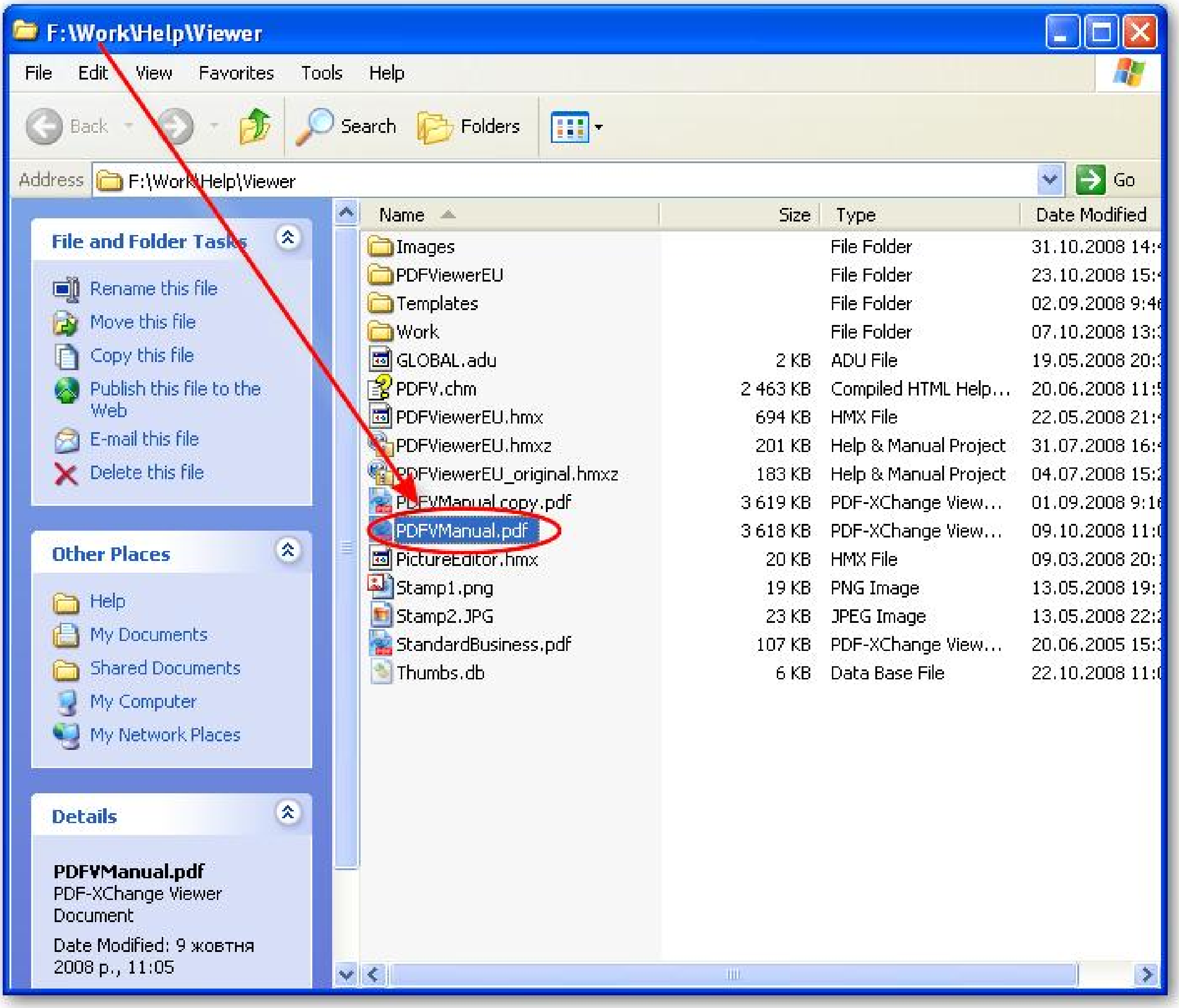
For example, the copied path name for the demo file used in this documentation is:

F:\Work\Help\Viewer\PDFVManual.pdf

Open Containing Folder...

Open Containing Folder allows you to open the folder containing the active PDF document in Windows Explorer.

When the folder opens, it does so with the active document selected:



Exit

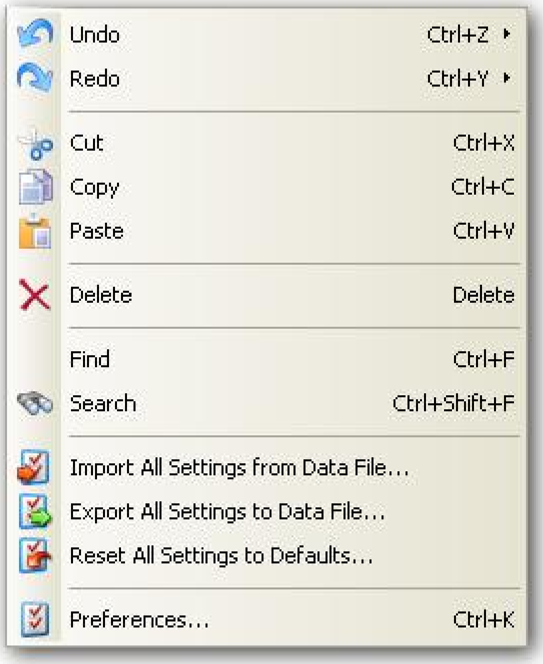
Exits the **PDF-XChange Viewer** program.

If you select this option with open PDF files that have been modified, you will be prompted whether or not to save the changes.

Edit

The **Edit** menu items are concerned with modifying PDF information.

N.B. that this only applies to Adobe® Acrobat® forms data.



Undo

Undo reverses the last editing change made to the document. It can be used for editing text within text boxes.

Redo

Redo reverses the undo or advances the buffer to a more current state. It can be used for editing text within text boxes.

Cut

Cut stores a copy of the selected PDF area in the clipboard, and removes it from the document. It can be used for editing text within text boxes.

Copy

Copy stores a copy of an area of the active PDF page selected by the **Select Tool** into the clipboard. It can be used for editing text within text boxes. The **Copy** command is only active when something has been selected on a displayed PDF page.

Paste

Paste inserts the information from the clipboard at the selected location. It can be used for editing text within text boxes.

This function is partially realized in that you can mark and then copy PDF text using **Ctrl+C**, and then use **Ctrl+V** to paste it into the text area of any of the **Comment & Markup Tools**, or into another application altogether.

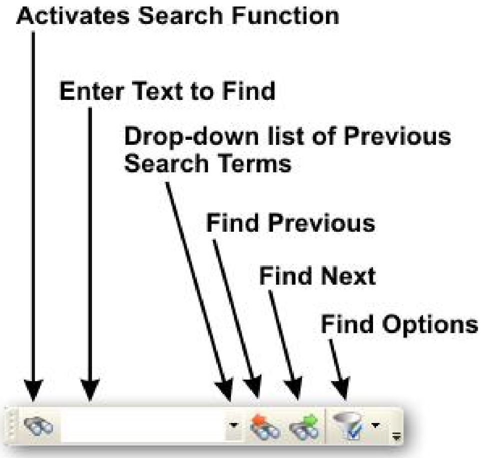
Delete

Delete removes the selected PDF area from the document. It can be used for editing text within text boxes.

Find

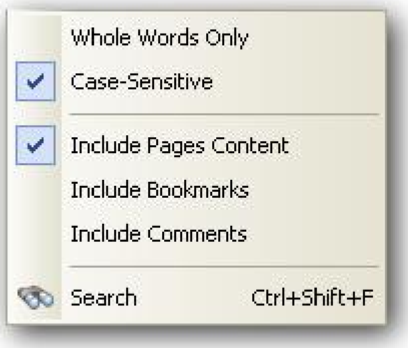
Find allows you to locate specific text within the currently selected PDF document.

When you select this entry, it activates the Find toolbar. If the toolbar is already active, it flashes it twice.



The controls on this toolbar are:

1) **Search Function button**. Activates the **Search** function.
2) **Enter Text field**. Enter the text you wish to find.
3) **Previous Search Terms**. Clicking this button drops a list of previous search terms.
4) **Find Previous**. Clicking this finds the selected text just before the current cursor position.
5) **Find Next**. Clicking this finds the selected text just after the current cursor position.
6) **Find Options**.



a) **Whole Words Only**. Searches the whole words.
b) **Case-Sensitive**. Searches the words distinguishing between upper-case and lower-case letters.
c) **Include Pages Content**. Searches the text through pages content.
d) **Include Bookmarks**. Searches the text of any bookmarks, as viewed in the Bookmarks panel.
e) **Include Comments**. Searches the text of any comments added to the PDF, as viewed in the Comments panel.
f) **Search.** Starts searching.

Note

It should be noted that PDF files created from solely Image based content (e.g. scanned to PDF) cannot be text searched - there is no actual text within the PDF file - simply an image, even though the image may represent text. Such functionality requires OCR (optical character recognition) functionality which is not currently available.

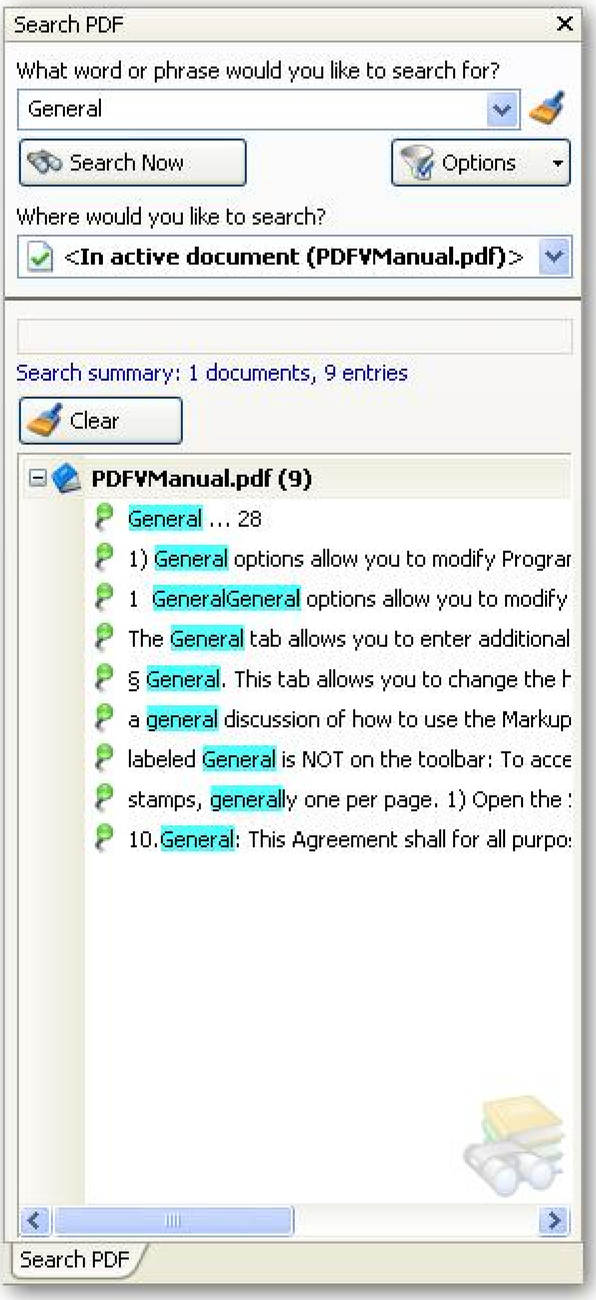
We hope to make this available in a subsequent release - late in 2008 or early 2009.

Search

Search opens a dialog box to allow searching for text in PDF documents that are text-based.

It differs from [Find] in that it will search either the active PDF document, or multiple PDF's in selected Folders. After the search, you may click on a selection in the list to jump to that page.

When **Search** is opened the following window is displayed in a sidebar to the right of the main display area:



The controls on this screen are:

1) **What word or phrase would you like to search for?** Enter the text you wish to search for in this field.

Note that "Search" supports the following logical operators:

AND. It can be used between two words to find both terms, in any order. Whitespace is used to specify logical AND, as it is the default operator for joining search terms.

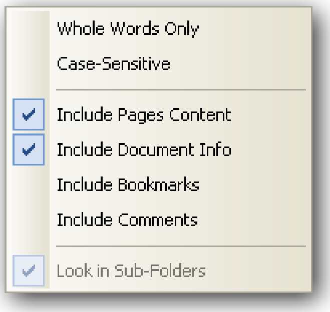
NOT. It is used before a search term to exclude any documents that contain that term.

OR. It is used to search for all instances of either term.

If you want these logical operators to be searched for, quote them: "and", "not", "or".

2) **Search Now**. Click this button to start searching.

3) **Options**. Sets various **Search** options.



a) **Whole Words Only**. Searches the whole words.

b) **Case-Sensitive**. Searches the words distinguishing between upper-case and lower-case letters.

c) **Include Pages Content**. Searches the text through pages content.

d) **Include Document Info**. Searches the text through the information about the document.

e) **Include Bookmarks**. Searches the text through the bookmarks from Bookmarks panel.

f) **Include Comments**. Searches the text through the comments added to the PDF from the Comments panel.

g) **Look in Sub-Folders**. Includes searching in sub-folders.

4) **Where would you like to search?** Opens a drop-list of search locations:



a) The first item on this list is the currently selected PDF file.

b) The rest of the list are the standard folders and drives on which to search.

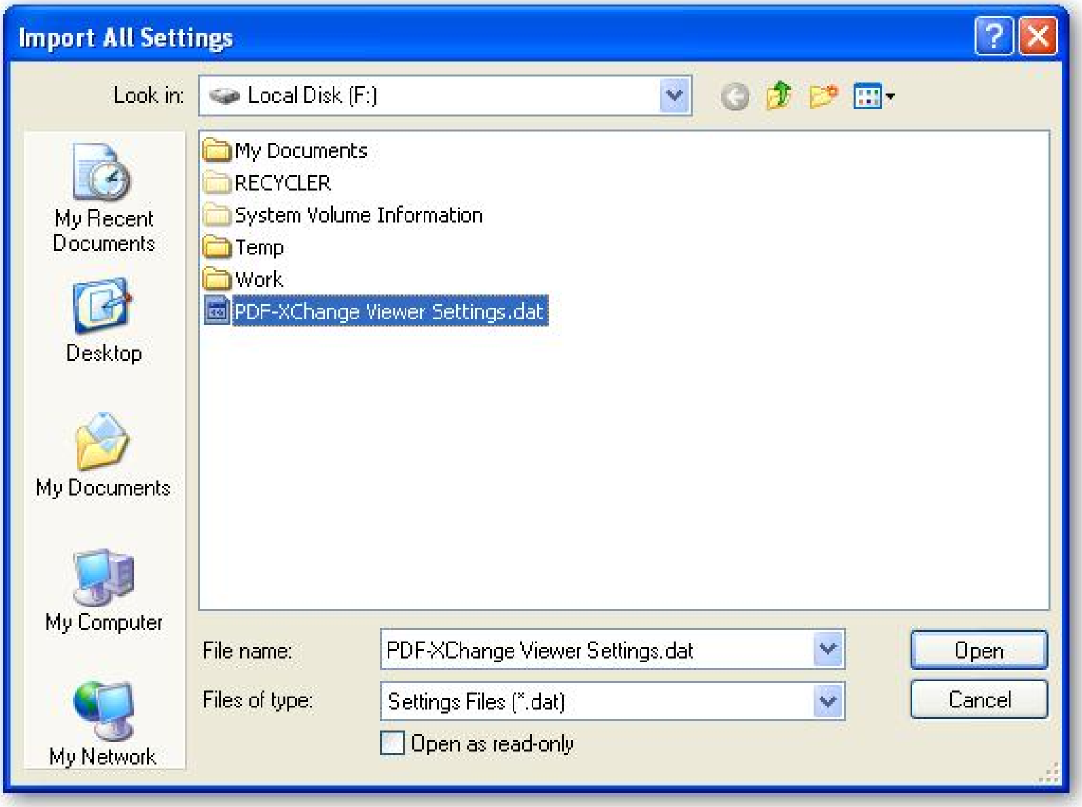
c) **<Browse...>** opens a screen to select a folder not found in the standard list:



5) **Clear**. Clears the selected search criteria.

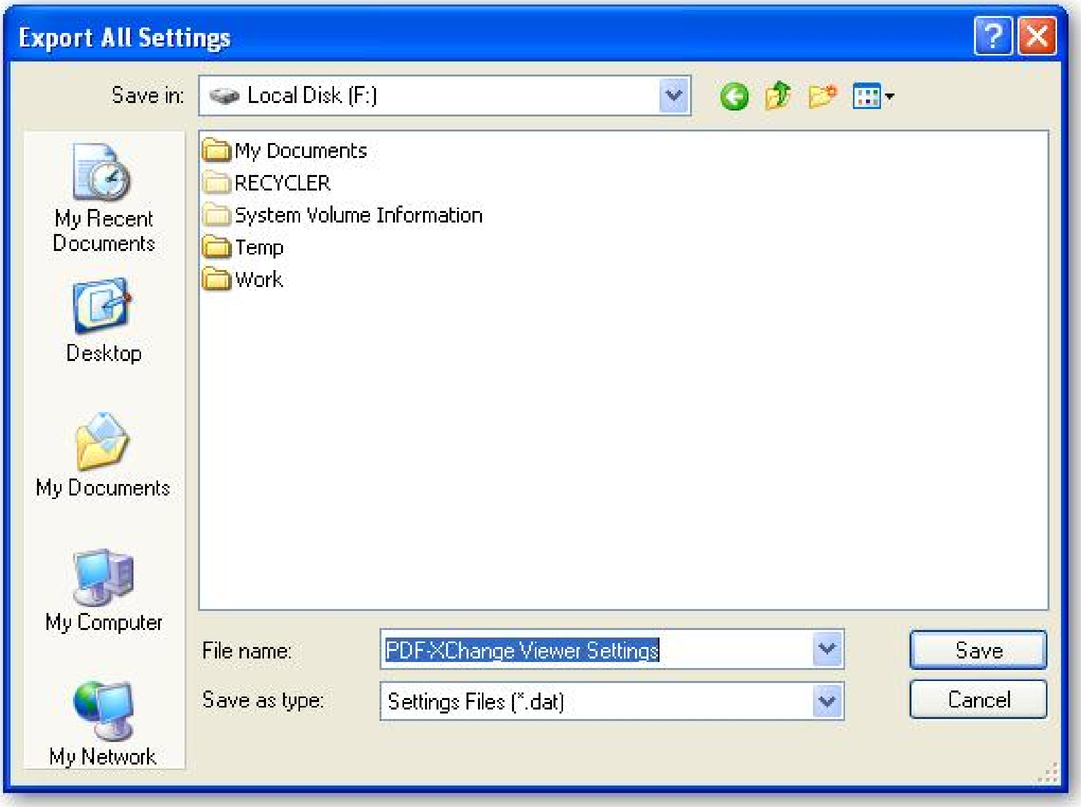
Import All Settings from Data File…

Import All Settings from Data File… imports the previously saved application's settings from the data file.



Export All Settings to Data File…

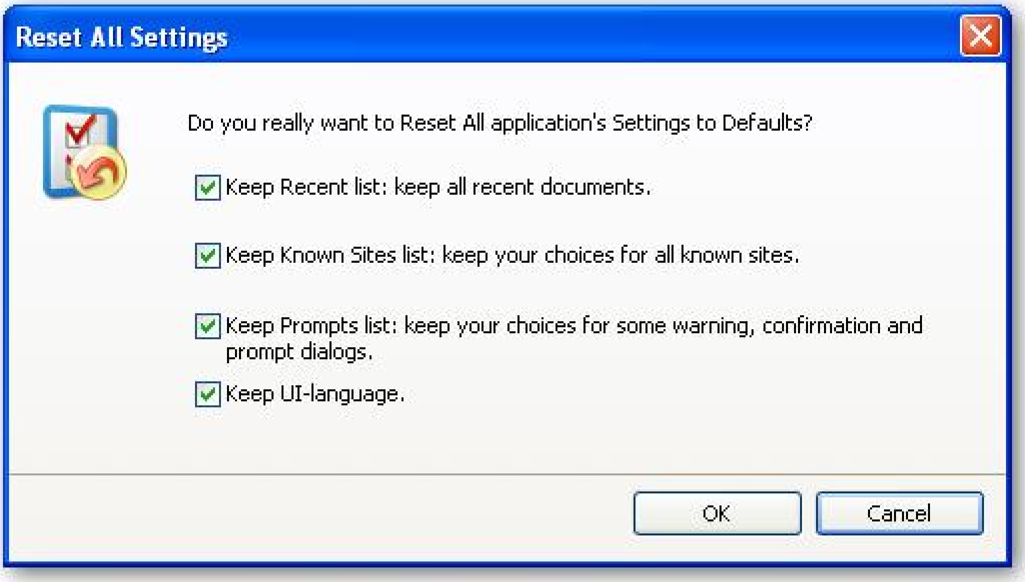
Export All Settings to Data File… exports the application's settings to the data file.



Reset All Settings to Defaults...

Reset All Settings to Defaults... allows you to change the current application's settings into default ones.

Clicking the **Reset All Settings to Defaults...** option opens the **Reset All Settings** dialog box:



Preferences

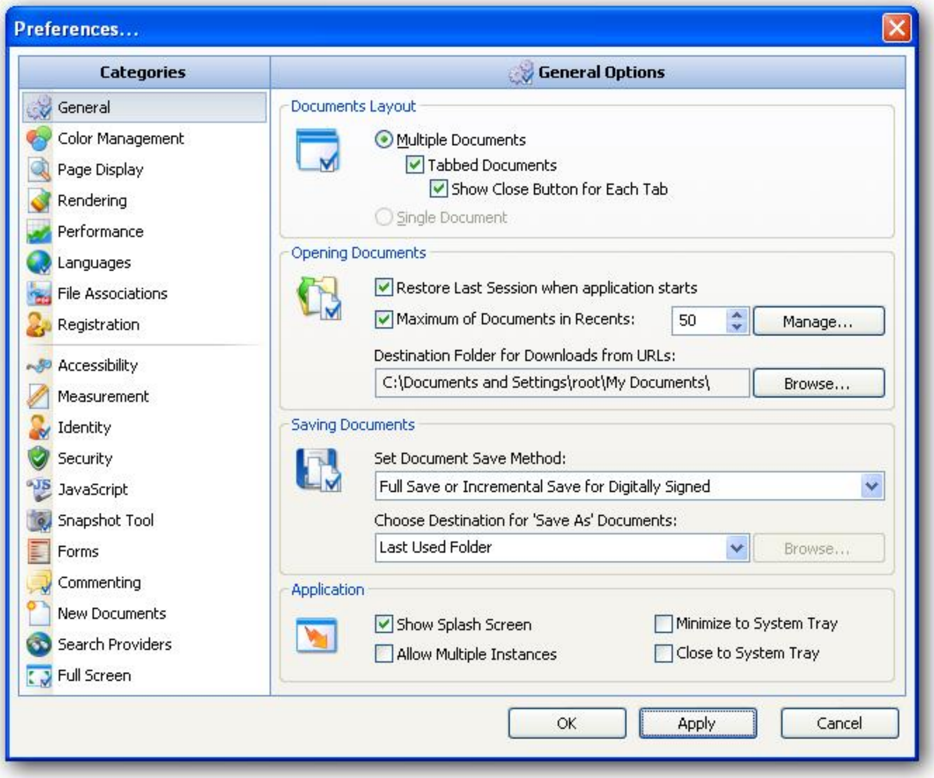
Preferences allow you to set default values for the **PDF-XChange Viewer** functionality.

There are 15 tabs on the **Preferences...** dialog:

1) General options allow you to modify Program Startup, Document Opening, Layout and Saving preferences.
2) Color Management allows you to adjust color settings for PDF printing and display.
3) Page Display options allow you to condition how a PDF is initially displayed. The display may be modified by the user as necessary.
4) Rendering allows you to adjust smoothing and contrast settings.
5) Performance options affect how well the program utilizes memory and other system resources to produce the best display.
6) Languages allow you to *localize* your copy of the viewer to the language you are most comfortable with.
7) File Associations determines whether PDF-XChange Viewer will be used as the default viewer for PDF files or whether another previously-installed application should be used.
8) Registration allows you to register your copy of the **PDF-XChange Viewer**.
9) Accessibility controls color options for displaying PDF pages for people with poor or limited eyesight.
10) Measurement determines the linear units to use for all displays.
11) Identity allows you to store frequently-used information about yourself that can be added to PDF's that you are annotating. **N.B. Such information is never exported without your knowledge and approval**.
12) Security controls the security options
13) JavaScript controls the behavior of JavaScript execution within the **PDF-XChange Viewer**.
14) Snapshot Tool controls the behavior of the Snapshot Tool.
15) Forms options
16) Commenting allows you to select two ways to copy circled text into Comments.
17) New Documents options
18) Search Providers options
19) Full Screen controls the visual display of PDF pages when in Full Screen mode.

General

General options allow you to modify Program Startup, Document Opening, Layout and Saving preferences.



1) **Documents Layout**. Determines how PDF documents will be displayed by the **PDF-XChange Viewer**.

a) **Multiple Documents**. The **PDF-XChange Viewer** may display multiple documents in the same instance.

i) **Tabbed Documents**. When checked, each document is under a *tab* visible at the top of the document display area. When unchecked, you must use the Window menu to select which document to view.

b) **Show close button for each tab**. When **Tabbed Documents** is checked, this checkbox may be checked to place a "close tab" icon on the right side of each tab, which will close that tab whether the tab is the active document or not.

c) **Single Document**. Each instance of the program may display only a single document. Multiple instances must be opened to display multiple documents.

2) **Opening Documents**. Determines how the **PDF-XChange Viewer** responds to Open commands.

a) **Maximum number of documents in recent list**. When checked, allows you to set the maximum number of documents to be displayed in the **File | Recent Documents** list. It also activates the **Clear List** button, which empties the list when clicked.

a) **Destination Folder for Downloads from URLs**. Selects the destination folder to receive downloads from URLs. Note that you may not simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder:



3) **Saving Documents**. Determines how the **PDF-XChange Viewer** responds to **Save** commands.

a) **Set Document Save Method**. This drop box allows you to specify which saving method(s) will be used to save a modified document.

There are two modes for saving modified PDF's: *Full* and *Incremental*. *Full* mode simply replaces the old file with a copy of the new, modified file. This can result in the loss of unmodified information, but results in minimal file size. Incremental allows a file to be saved with both the original and modified data. The file size will be larger but all information will be saved in both its original and modified forms.

Users should not have to wait for the entire file - which can contain hundreds of pages or more - to be rewritten each time modifications to the document are saved. The PDF format allows modifications to be appended to a file, leaving the original data intact. The addendum appended when a file is incrementally updated contains *only those objects that were actually added or modified*, and includes an update to the cross-reference table. Incremental update allows an application to save modifications to a PDF document in an amount of time proportional to the size of the modification rather than the size of the file.

In addition, because the original contents of the document are still present in the file, it is possible to undo saved changes by deleting one or more addenda. *The ability to recover the exact contents of an original document is critical when digital signatures have been applied and subsequently need to be verified.*

i) *Full Save or Incremental Save for Digitally Signed*. Default and recommended.

ii) *Always Full Save*.

iii) *Always Incremental Save*.

b) **Choose Destination for 'Save As' Documents**. Selects the destination folder to receive 'Save As' Documents. Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder:



4) **Application**. Determines the applications' settings of the **PDF-XChange Viewer**.

a) **Show Splash Screen**. When checked, the PDF-XChange Viewer splash screen will be displayed while the program loads.

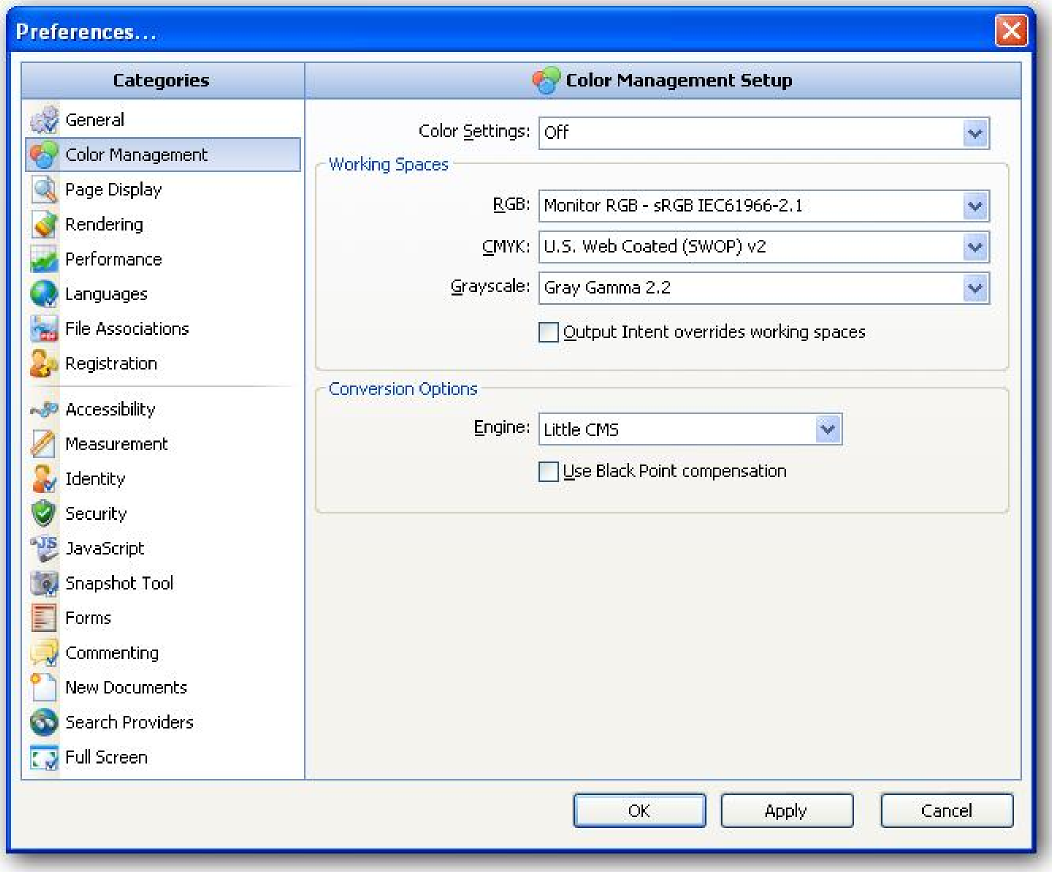
b) **Allow Multiple Instances**. When checked, selecting a new document will open it in a new instance of the PDF-XChange Viewer (also called *Single Document Interface* or SDI); if unchecked, all documents open in the current instance (also called *Multiple Document Interface*, or MDI).

c) **Minimize to System Tray**. When checked, the application will be minimized to system tray.

d) **Close to System Tray**. When checked, the application will be closed to system tray.

Color Management

Color Management allows you to adjust color settings for PDF printing and display. We recommend that only users with experience in Windows color management make adjustments to these properties.

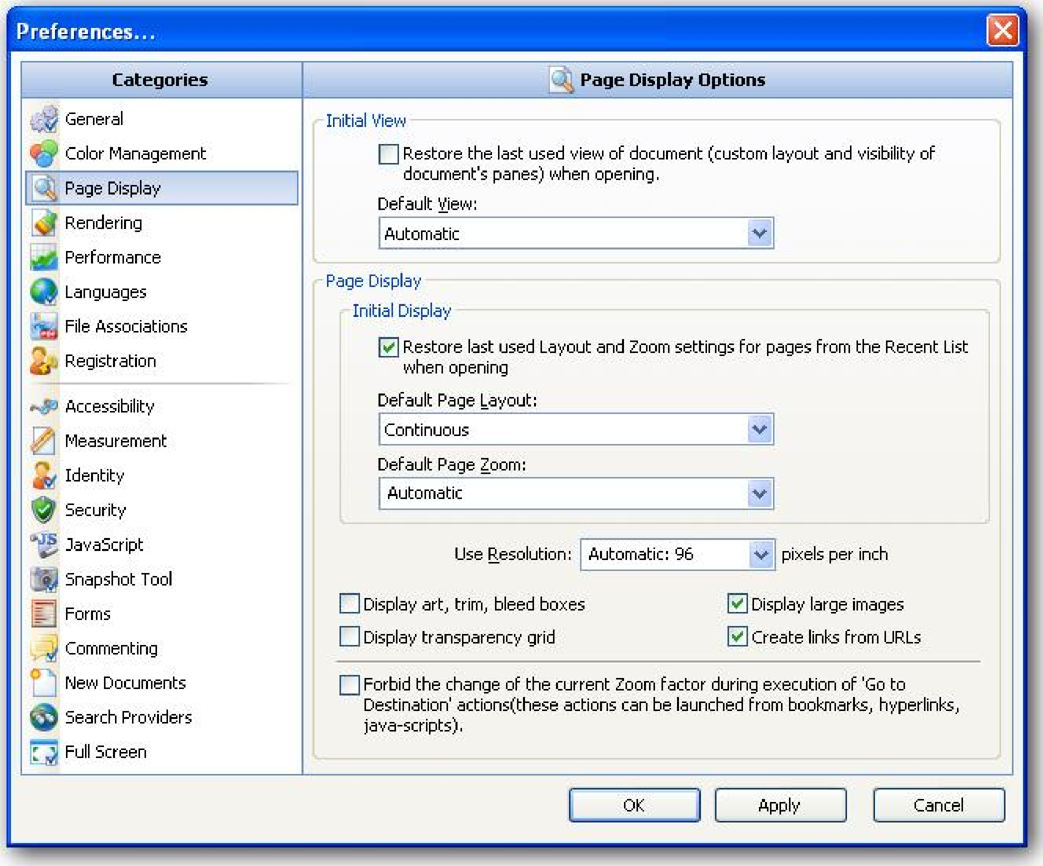


1) **Color Settings** drop box determines whether Color Management is to be used or not. The valid options are:
   a) *Off*. No color management will be used.
   b) *Custom*. The remaining color settings will be used to condition the display of PDF images.
2) **Working Spaces**. Determine which specific settings apply to images saved with different color options.
   a) **RGB**. Conditions display of images using RGB settings. Valid options are:
      i) *Monitor RGB - sRGB IEC61966-2.1*. Default setting. sRGB is a RGB color space proposed by HP and Microsoft because it approximates the color gamut of the most common computer display devices. Since sRGB serves as a "best guess" for how another person's monitor produces color, it has become the standard color space for displaying images on the internet. sRGB's color gamut encompasses just 35% of the visible colors specified by CIE. Although sRGB results in one of the narrowest gamuts of any working space, sRGB's gamut is still considered broad enough for most color applications.
      ii) *RICOH RUSSIAN-SC 040402*.
      iii) *KODAK DC Series Digital Camera*.
   b) **CMYK**. Conditions display of images using CMYK settings. The only valid option at the current time is:
      i) *U.S. WEB Coated (SWOP) v2*. Specifies adaptation to standard coated printing papers.
   c) **Grayscale**. Conditions display of grayscale images. Valid options are:
      i) *Gray Gamma 2.2*.
      ii) *Gray Gamma 1.8*.
3) **Conversion Options**.
   a) **Engine**. Determines which engine will be used for color space conversion. Valid values are:
      i) *Little CMS*. *LittleCMS* is a CMM, a color management engine; it implements fast transforms between ICC profiles.
      ii) *Microsoft ICM*. Microsoft Windows Image Color Management system.

Page Display

Page Display options allow you to condition how a PDF is initially displayed.

N.B. The display may be modified by the user as necessary.



1) **Initial View**. Determines the settings of the page's initial view.

   a) **Restore the last Used view...**. When checked, opens the document exactly as it was displayed when last closed.

   b) **Default View**. Determines which parts of the PDF display are visible for the newly-opened document. The view may be changed by the user. Valid values are:

      i) *Automatic*. Uses the page display information from the PDF to determine how the PDF is displayed.

      ii) *Page Only*. Display only the page. No panels are displayed.

      iii) *Bookmarks Panel and Page*. Displays Bookmarks and PDF pages.

      iv) *Thumbnails Panel and Page*. Displays Thumbnails and PDF pages.

2) **Page Display**. Determines how the PDF is initially displayed.

   a) **Initial Display**.

      i) **Restore last used layout and zoom of pages from Recent List when opening**. When checked, **AND** you are opening a file listed on the Recent Files list, use the page display settings last used for that document.

      ii) **Default Page Layout**. Determines how the pages are arranged and whether to use continuous scrolling or discrete paging. The view may be changed by the user. Valid values are:

         (1) *Automatic*. Uses the page display information from the PDF to determine how the PDF is displayed.

         (2) *Single Page*. Only displays a single page at a time. It is not possible to scroll the pages to see part of one and part of another.

         (3) *Continuous*. May display parts of two or more pages simultaneously.

         (4) *Facing*. Pages are displayed side by side in pairs, but only two pages may be scrolled.

         (5) *Continuous - Facing*. Pages are displayed side by side and more than two pages may be scrolled.

iii) **Default Zoom**. Determines how the pages are initially fitted to the display window. The view may be changed by the user. Valid values are:

(1) *Automatic*. Uses the page display information from the PDF to determine how the PDF is displayed.

(2) *100%*. Page is displayed as Actual Size.

(3) *50%*. Page is displayed half-size.

(4) *12.5%*. Page is displayed one-eighth size.

(5) *8.3%*. Page is displayed one-twelfth size.

(6) *Actual Size*. Page is displayed actual size.

(7) *Fit Page*. Page is fitted into display area so entire page is displayed.

(8) *Fit Width*. Page is fitted into display area so page width is displayed. This usually results in some of the page not being visible without scrolling.

(9) *Fit Visible*. Page is displayed without margins.

b) **Use Resolution**. Page resolution in pixels per inch (DPI). Valid values are:

i) *Automatic: 96*. Standard display monitors are 96 DPI.

ii) *72*.

iii) *96*.

iv) *100*.

v) *120*.

vi) *150*.

vii) *300*

The following checkboxes determine how the PDF page itself is to display.

c) **Display art, trim, bleed boxes**. When checked, any art, trim, or bleed boxes defined for a document are displayed.

d) **Display transparency grid**. When checked, the grid behind transparent objects is displayed.

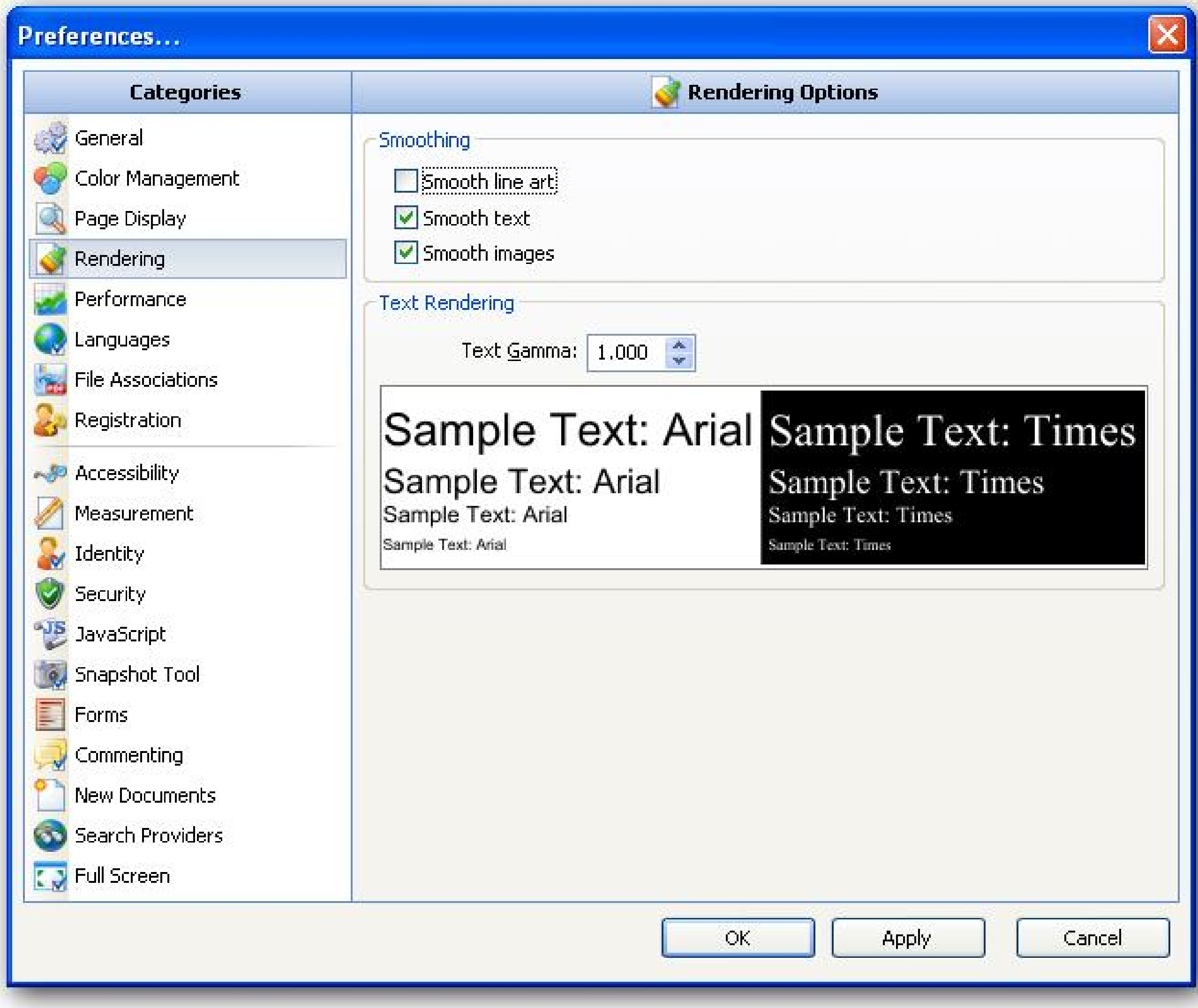
e) **Display large images**. When checked, the large images are displayed.

f) **Create Links from URLs**. When checked, URLs on the PDF pages become "active" and may be clicked to bring up additional content.

g) **Forbid the change of the current Zoom factor during execution of ‘Go to Destination’ actions (these actions can be launched from bookmarks, hyperlinks, java-scripts)**.

Rendering

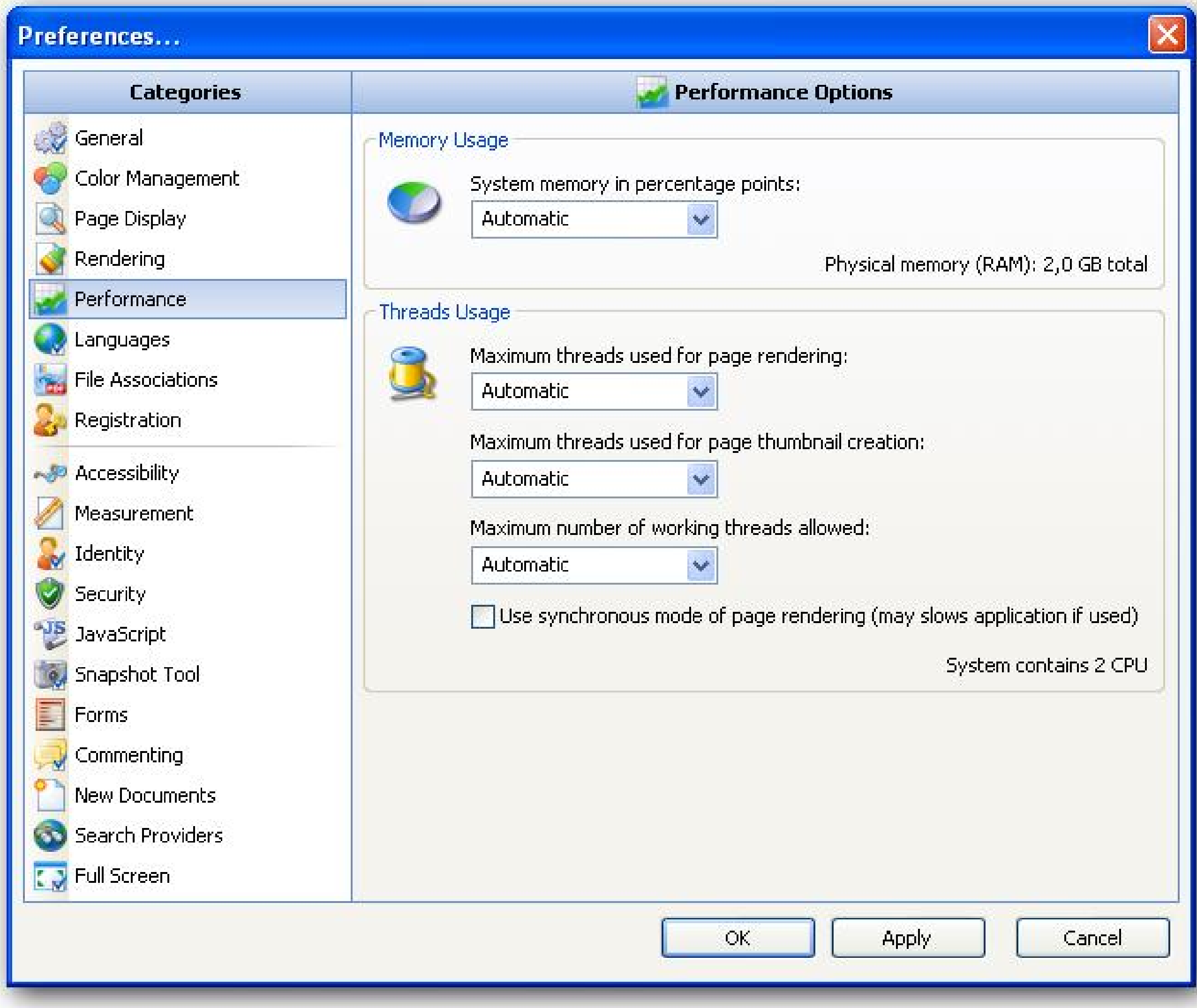
Rendering options allow you to adjust smoothing and contrast settings.



1) **Smoothing**. Results in a "softer" look but some fine detail may be lost.
   a) **Smooth line art**. Applies smoothing to remove abrupt angles in lines.
   b) **Smooth text**. Applies smoothing to the text.
   c) **Smooth images**. Applies smoothing to minimize abrupt changes in images.
2) **Text Rendering**.
   a) **Text Gamma**. Allows you to change the contrast of the text.

Performance

Performance options affect how well the program utilizes memory and other system resources to produce the best display.
N.B. Unless you know what you are doing, we suggest leaving all options set to *Automatic*.



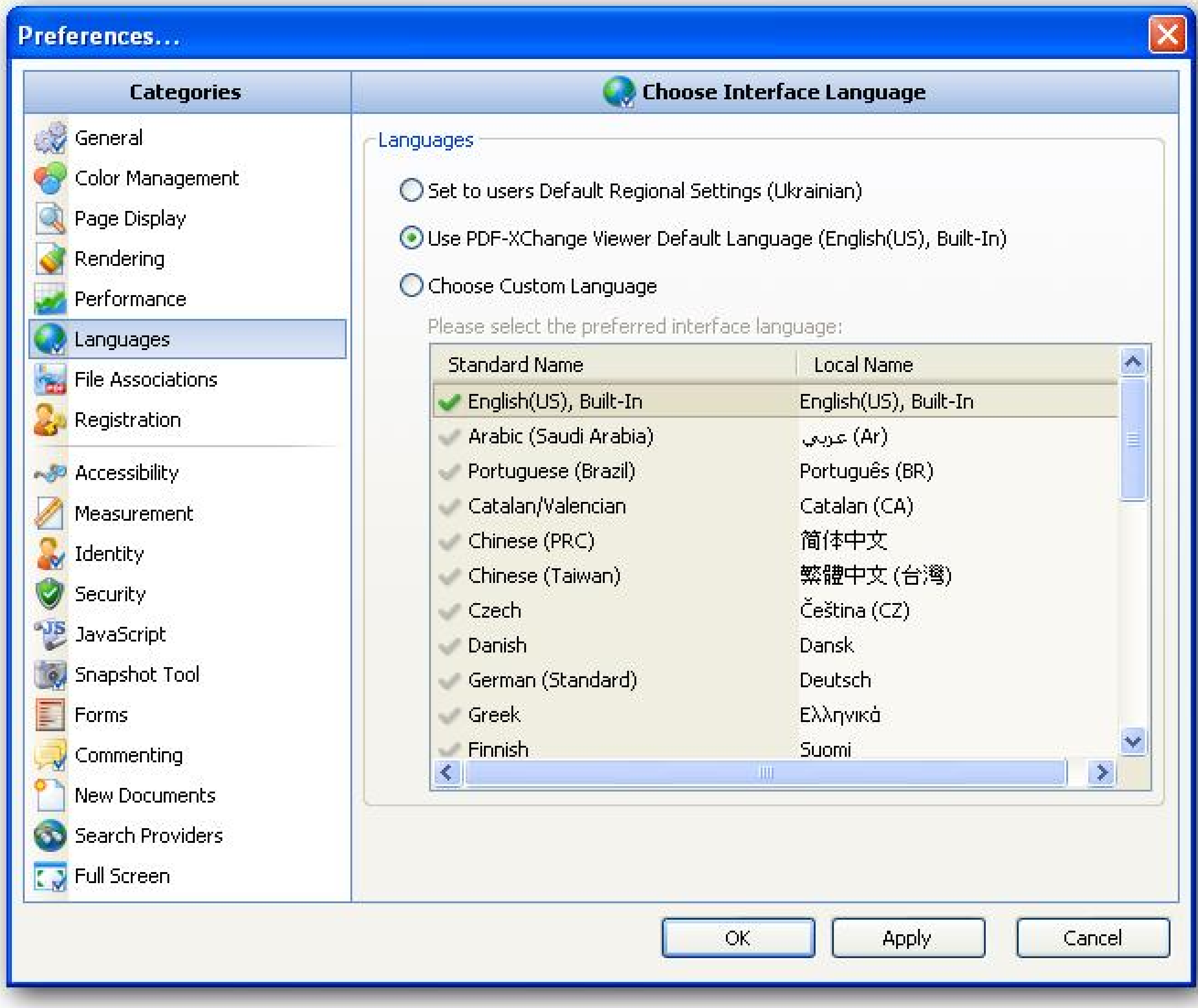
1) **Memory Usage**. This determines the amount of system memory used by the Viewer, in percent of Physical memory. The minimum used will be 40Mb, the amount specified by Automatic. Allocating more than this may improve Viewer performance, but possibly at the expense of overall system performance.

2) **Threads Usage**. The values are Automatic, 1, 2, 4, 8. We strongly recommend leaving these set to Automatic.

3) **Use synchronous mode of page rendering (may slow application if used)**.

Languages

Languages allow you to *localize* your copy of the viewer to the language set you are most comfortable with. This adjusts all controls and labels to use the selected language.



Options are:

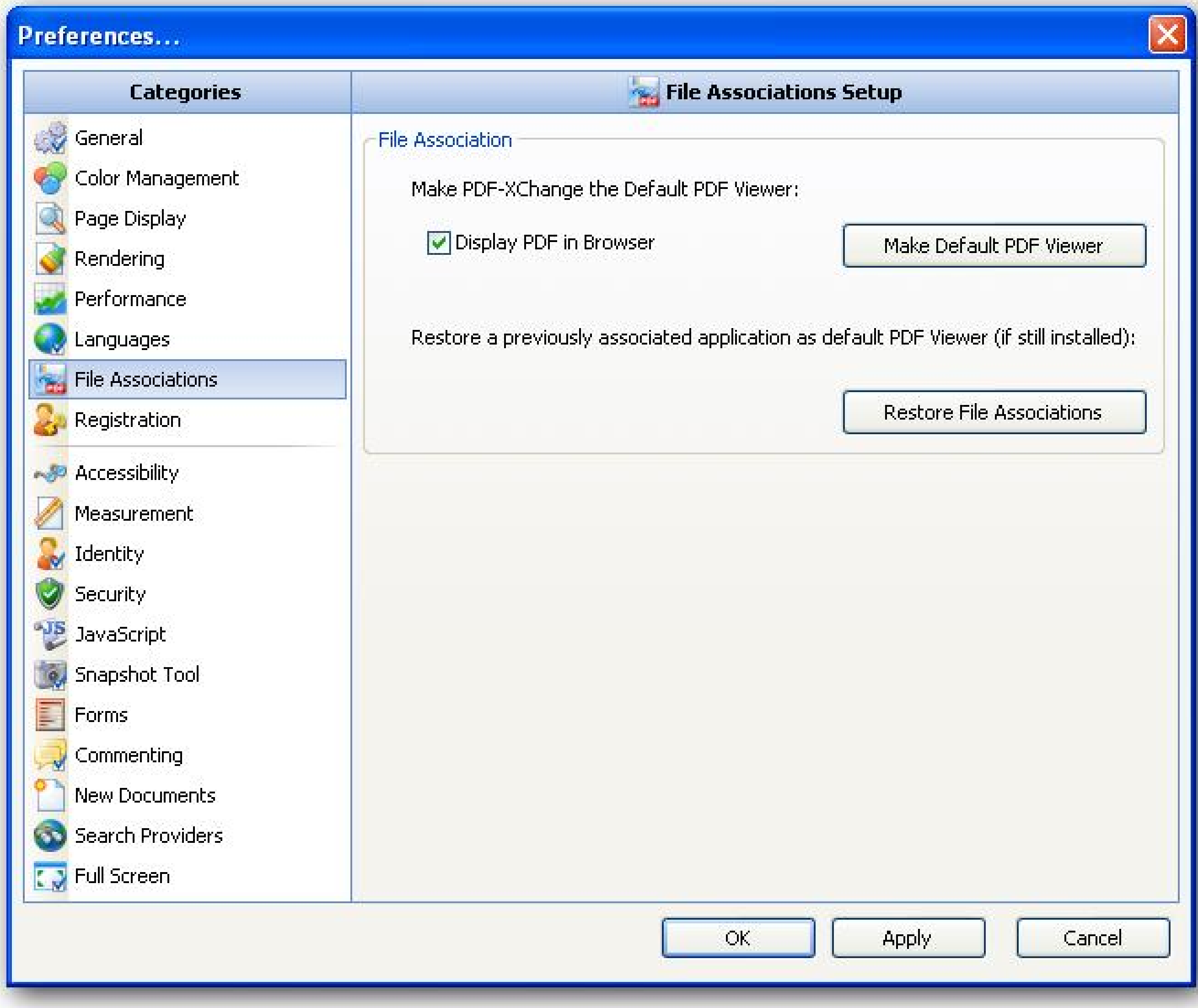
1) **Set to users Default Regional Settings**.

2) **Use PDF-XChange Viewer Default Language (English)**. This selects the application language which is English.

3) **Choose Custom Language**. Allows the user to select which alternate language to use from a list. Note that there are more languages available than indicated here. Please contact [Tracker Software Products Ltd.]() for more information.

File Associations

File Associations determines whether PDF-XChange Viewer will be used as the default viewer for PDF files or whether another previously-installed application should be used.



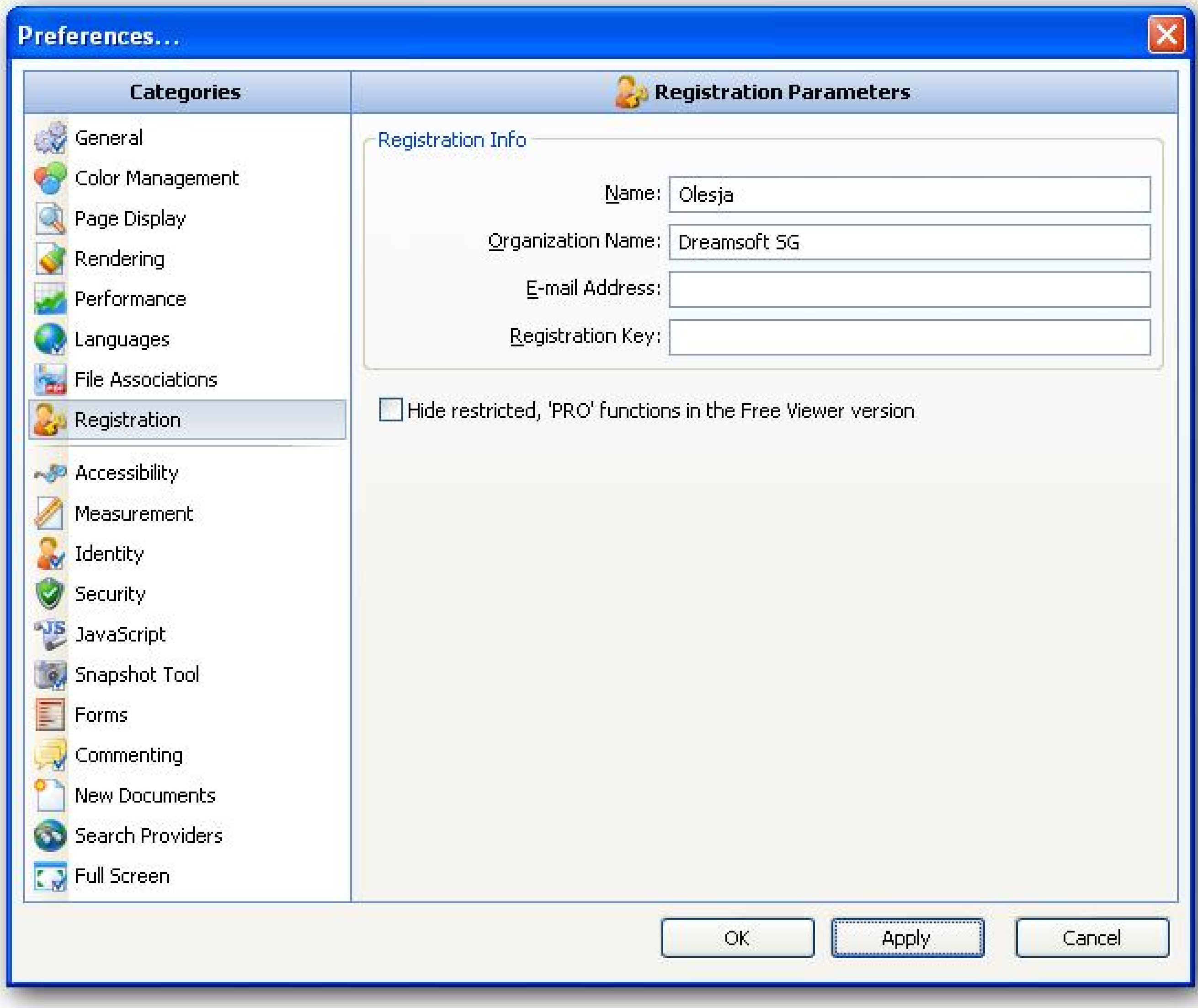
1) **Make Default PDF Viewer**. Click this button to make PDF-XChange Viewer the system default viewer for PDF files.

2) **Display PDF in Browser**. Uses **PDF-XChange Viewer** as the PDF viewer control inside *Internet Explorer* and *FireFox. N.B. A Plug-in for Opera is in development.*

3) **Restore File Associations**. Click this button to make a previously-installed application the system default viewer for PDF files.

Registration

Registration allows you to register your copy of the **PDF-XChange Viewer**. When you enter this information, your Viewer's PRO features will be activated.



1) **Registration Info**.

   a) **Name**. The name of the party to whom this copy of the Viewer belongs.

   b) **Organization Name**. The name of the Organization (Company, etc.) to which the registering party belongs. (Optional.)

   c) **E-mail Address**. The email address of the registering party.

   d) Registration Key. The valid registration key provided to the registering party when they purchase the PRO version. When set to **Trial**, the program runs in the *FREE Evaluation Mode*.

Please see IMPORTANT! FREE vs. PRO version for additional information.

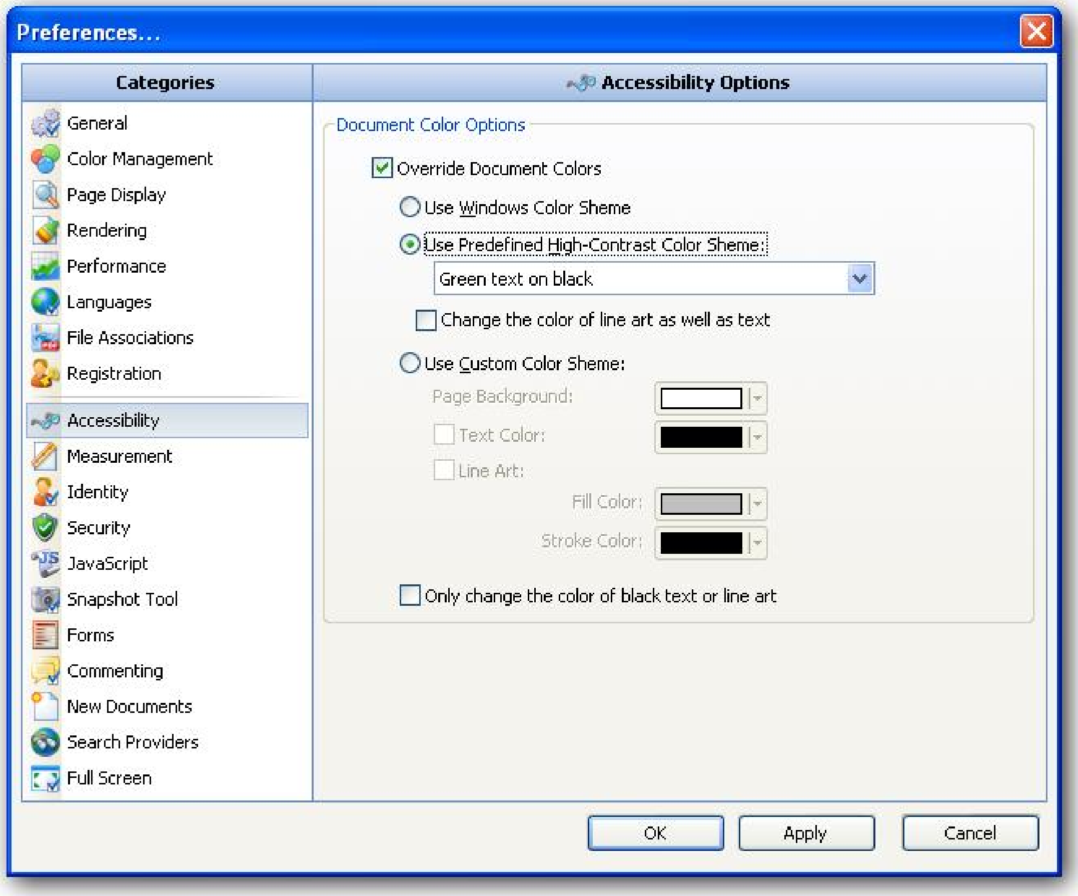
2) **Hide restricted, 'PRO' functions in the Free Viewer version**. While running in 'FREE' mode, this checkbox is displayed. When checked, items labeled 'PRO' in the menus and dialog boxes will not be displayed, thus preventing accidentally modifying the PDF in a way that would cause the watermarks to appear in the PDF when saved.

3) **Hide AD Bar**. When the program has been registered and is running in 'PRO' mode, the above prompt changes to this checkbox. When checked, the ad bar in the upper right corner is removed from the main screen:



Accessibility

Accessibility controls color options for displaying PDF pages for people with poor or limited eyesight.



1) **Override Document Colors**. When checked, PDF document colors will be overridden and the other controls on the screen become active.

2) There are three options for changing the screen display:

   a) **Use Windows Color Scheme**. Use the color scheme from Windows accessibility options.

   b) **Use Predefined High-Contrast Color Scheme**. When checked:

      i) You may select one of four predefined schemes:

         (1) *Green text on Black background*.

         (2) *Yellow text on Black background*.

         (3) *White text on Black background*.

         (4) *Black text on White background*.

      ii) **Change the color of line art as well as text**. When checked, line art changes to match the text colors. However, other images are not affected.

   c) **Use Custom Color Scheme**. When selected, the following controls become active:

      i) **Page Background**. This opens the standard Color Selection dialog to assist you in selecting a page background color.

      ii) **Text Color**. When checked, this allows you to open the standard Color Selection dialog to assist you in selecting a text color.

      iii) **Line Art**. When checked, this activates the following two controls:

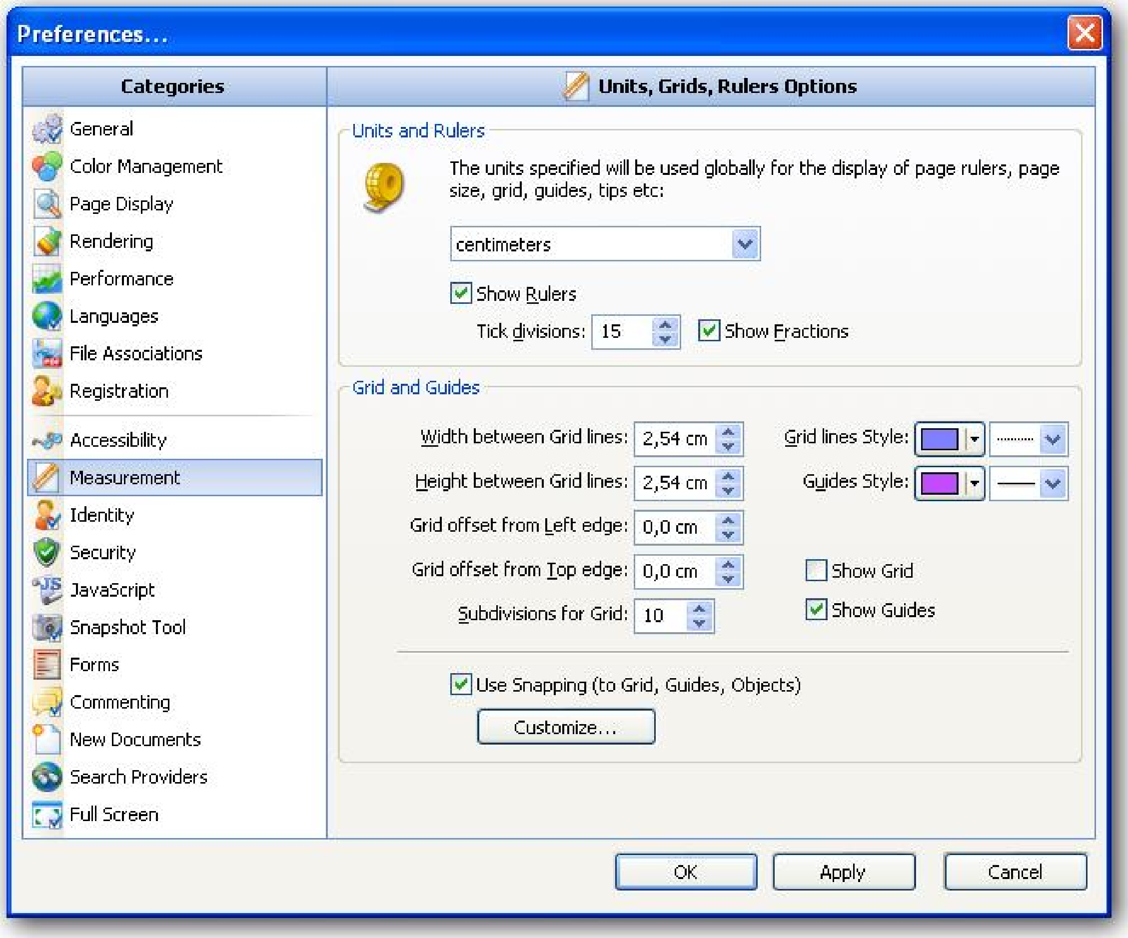
         (1) **Fill Color**. This opens the standard Color Selection dialog to assist you in selecting a Line Art Fill color.

         (2) **Stroke Color**. This opens the standard Color Selection dialog to assist you in selecting a Line Art Stroke color.

3) **Only change the color of black text or line art**. When checked, color changes will *only* occur for text and line art that appear as *black on white*. Other color combinations will not change.

Measurement

Measurement determines the linear units to use for all displays.



1) **Units and Rulers**.

Valid unit values are:

- *Centimeters*.
- *Inches*.
- *Millimeters*.
- *Picas* equal 1/72 of a foot and so to 1/6 inch. There are 12 points in the pica.
- *Points*. 1/72 inch.

   a) **Show Rulers**. Shows or hides rulers.

   b) **Tick divisions**. Evenly spaced numeric labels seen between the smaller increments displayed by the Ruler.

   c) **Show Fractions**.

2) **Grid and Guides**. Grids provide a visual reference for aligning objects vertically and\or horizontally to specific page positions according to Ruler increments.

   a) **Width between Grid lines**. Allows you to specify the distance between the grid lines.

   b) **Height between Grid lines**. Allows you to specify the distance between the grid lines.

   c) **Grid offset from Left edge**. Allows you to change the grid offset.

   d) **Grid offset from Top edge**. Allows you to change the grid offset.

   e) **Subdivisions for Grid**. Allows you to specify the number of lines that appear within a given distance.

   f) **Grid lines Style**. Allows you to specify the grid lines' style.

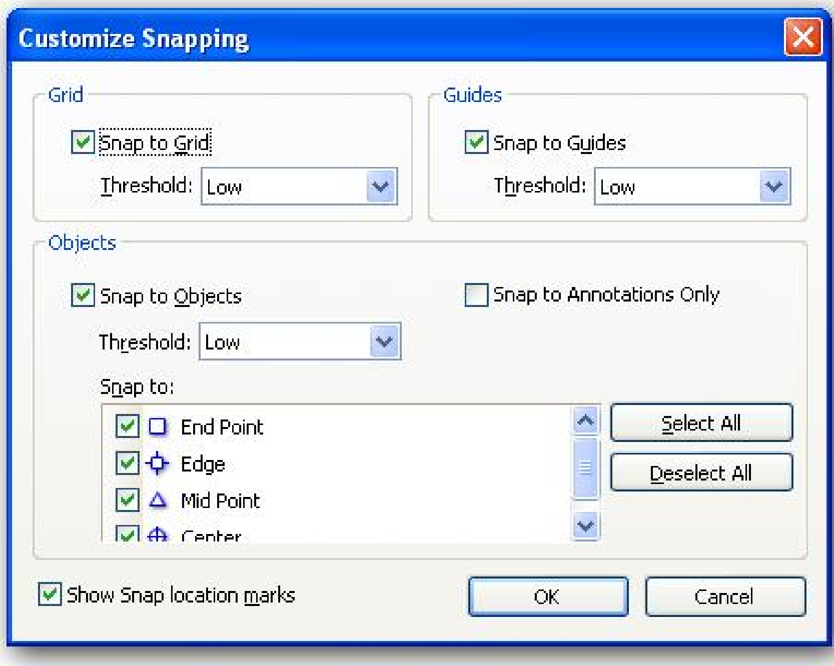
   g) **Guides Style**. Allows you to specify the guide lines' style.

h) **Show Grid**. Shows or hides grid.

i) **Show Guides**. Shows or hides guides.

j) **Use Snapping (to Grid, Guides, Objects)**.

i) **Customize….**



(1) **Grid**.

(a) **Snap to Grid**. Aligns an object with the nearest grid line when you move the object.

(b) **Threshold**. Allows you to choose the level of sensibility. Valid values are: *Low, Medium, High*.

(2) **Guides**.

(a) **Snap to Guides**. Aligns an object with the guide lines when you move the object.

(b) **Threshold**. Allows you to choose the level of sensibility. Valid values are: *Low, Medium, High*.

(3) **Objects**.

(a) **Snap to Objects**. Aligns shapes with other objects.

(b) **Threshold**. Allows you to choose the level of sensibility. Valid values are: *Low, Medium, High*.

(c) **Snap to Annotations Only**. Allows snapping to annotations only.

(d) **Snap to**.

(i) **End Point**. Allows snapping to end point of the object.

(ii) **Edge**. Allows snapping to the edge of the object.

(iii) **Mid Point**. Allows snapping to mid point of the object.

(iv) **Center**. Allows snapping to the center of the object.

(e) **Select All**. Selects all.

(f) **Deselect All**. Deselects all.

(4) **Show Snap location marks**. Shows or hides snap location marks.

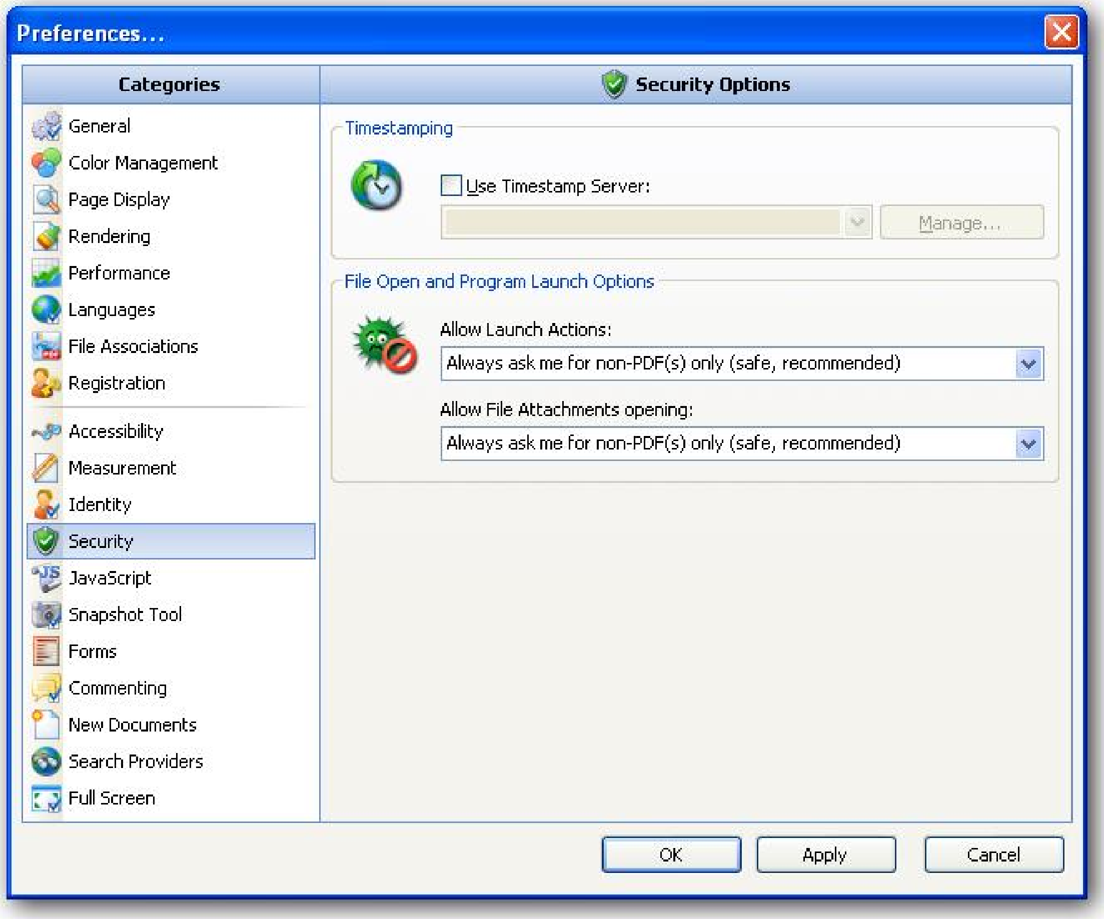
Identity

Identity allows you to store frequently-used information about yourself that can be added to PDF's that you are annotating.
N.B. Such information is never exported without your knowledge and approval.

The fields are self-explanatory.

Security

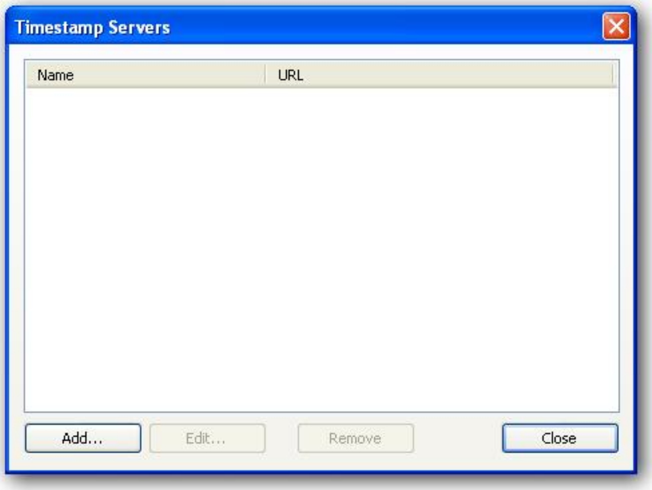
Security allows



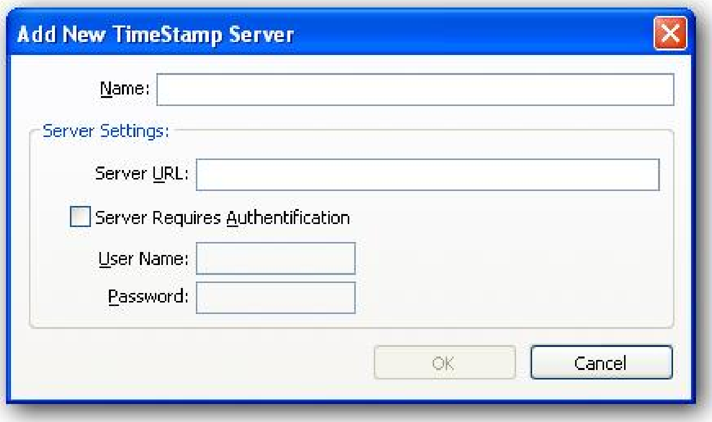
1) **Time stamping**.

a) **Use Timestamp Server**. If checked, the timestamp server will be used.

b) **Manage**. Opens the **Timestamp Servers** dialog.



i) **Add...**. Allows you to add a new timestamp server.



(1) **Name**.

(2) **Server Settings**.

(a) **Server URL**.

(b) **Server Requires Authentification**.

(c) **User Name**.

(d) **Password**.

ii) **Edit…**.

iii) **Remove**.

iv) **Close**.

2) **File Open and Program Launch Options**.

a) **Allow Launch Actions**.

i) **For all file types (unsafe, not recommended)**.

ii) **Never**.

iii) **Always ask me for non-PDF(s) only (safe, recommended)**.

iv) **Only for PDF documents**.

b) **Allow File Attachments opening**.

i) **For all file types (unsafe, not recommended)**.

ii) **Never**.

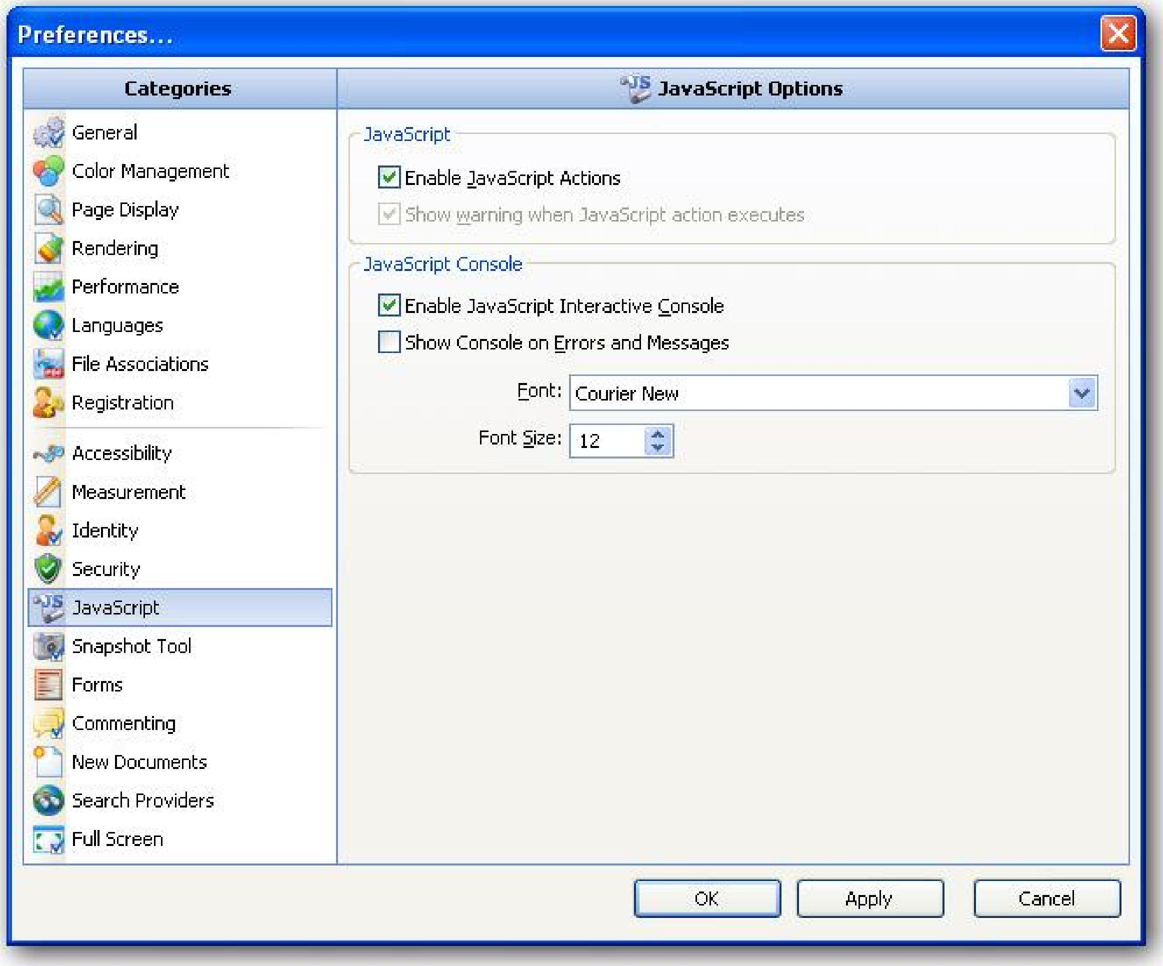
iii) **Always ask me for non-PDF(s) only (safe, recommended)**.

iv) **Only for PDF documents**.

JavaScript

JavaScript controls the behavior of JavaScript execution within the **PDF-XChange Viewer**. ***N.B. Use of JavaScript capabilities is a programmer-level task!*** You have been warned.

JavaScripts may be embedded in PDF documents and activated by either **AcroForm** controls or by events generated by manipulating the document in various ways.



1) **JavaScript**. Enables or disables **JavaScript** actions.

   a) **Enable JavaScript Actions**. Checking this checkbox allows JavaScript to execute within the specified PDF document. If unchecked, the next checkbox becomes active.

   b) **Show warning when JavaScript action executes**. When **Enable JavaScript Actions** is not checked, checking this box will pop up a warning screen when a JavaScript attempts to execute.

2) **JavaScript Console**. Enables or disables the **JavaScript** *console*. The JavaScript console is a part of the JavaScript environment that allows you to view an embedded JavaScript and also allows you to execute JavaScript commands.

   a) **Enable JavaScript Interactive Console**. Checking this checkbox enables the JavaScript console integral to the **PDF-XChange Viewer**.

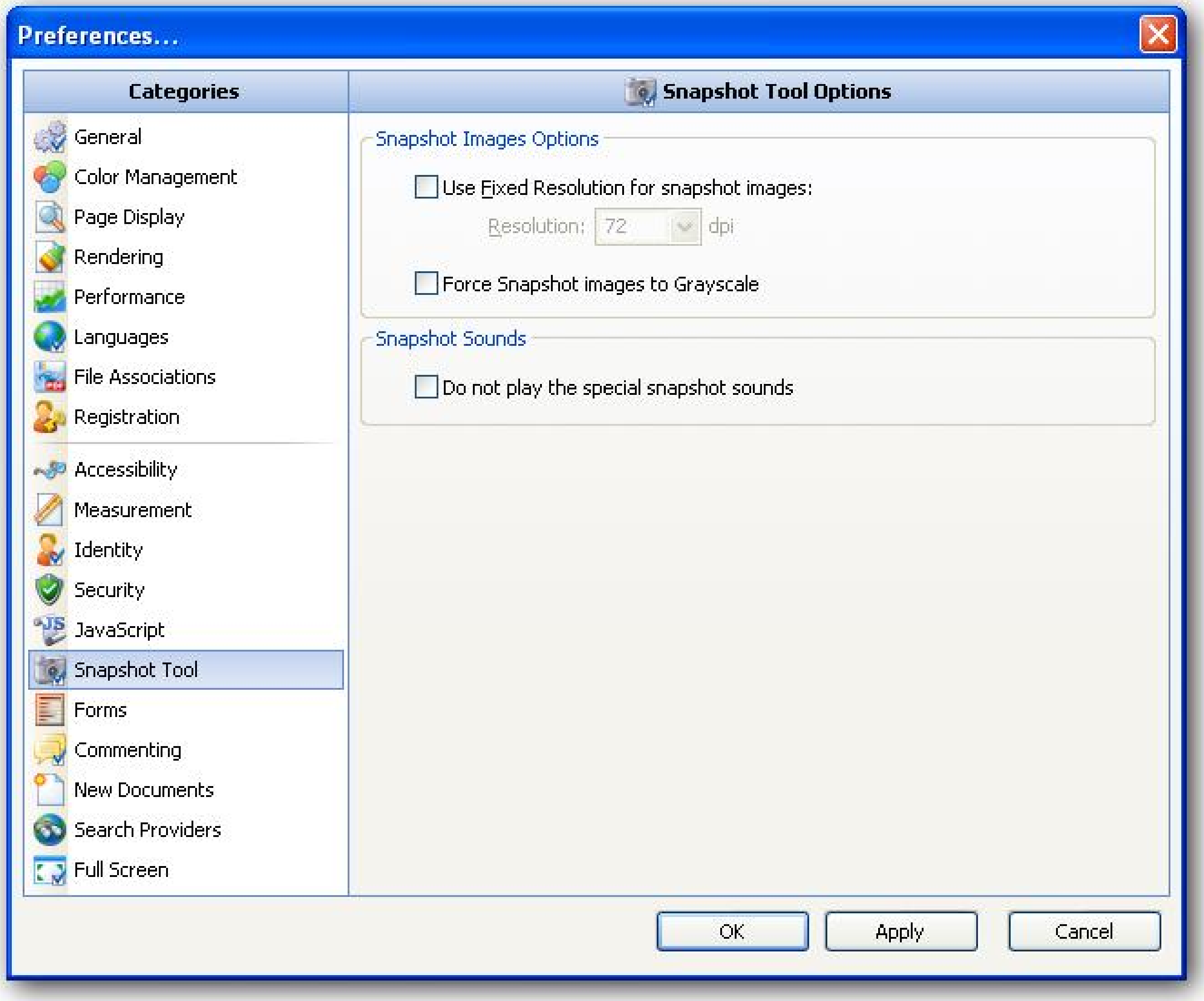
   b) **Show Console on Errors and Messages**. When checked, the **JavaScript** console will be activated if the **JavaScript** being executed either encounters an error or if it displays a message.

   c) **Font**. Specifies the Font to use when displaying the **JavaScript** console.

   d) **Font Size**. Specifies the size of the Font to use when displaying the **JavaScript** console.

Snapshot Tool

This screen controls the behavior of the **Snapshot Tool**.



1) **Snapshot Images Options**. These control the images produced by the Snapshot Tool.

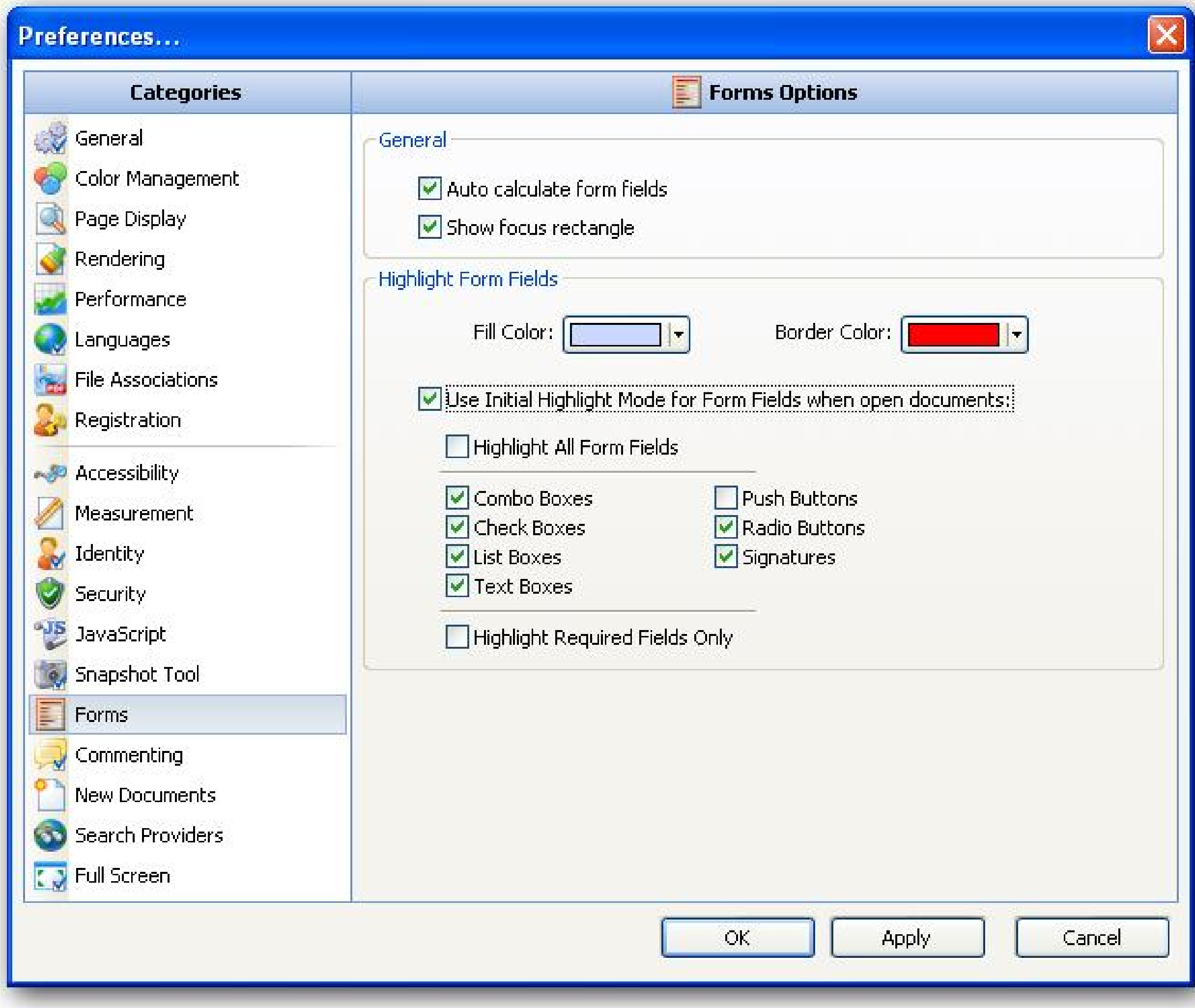
   a) **Use Fixed Resolution for snapshot images**. When checked, all snapshot images will be produced at the resolution specified by the Resolution drop box. Valid values are: 72, 96, 100, 150, 300, 400, 600, 1200, and 2400 DPI.

   b) **Make snapshot images as Grayscale**. Checking this checkbox converts the image from colored to grayscale. This can reduce the image size quite a lot especially at higher resolutions.

2) **Snapshot Sounds**. Controls the sounds made when the snapshot control is clicked to produce the snapshot.

   a) **Do not play the special snapshot sounds**. When checked, the snapshot sounds are suppressed.

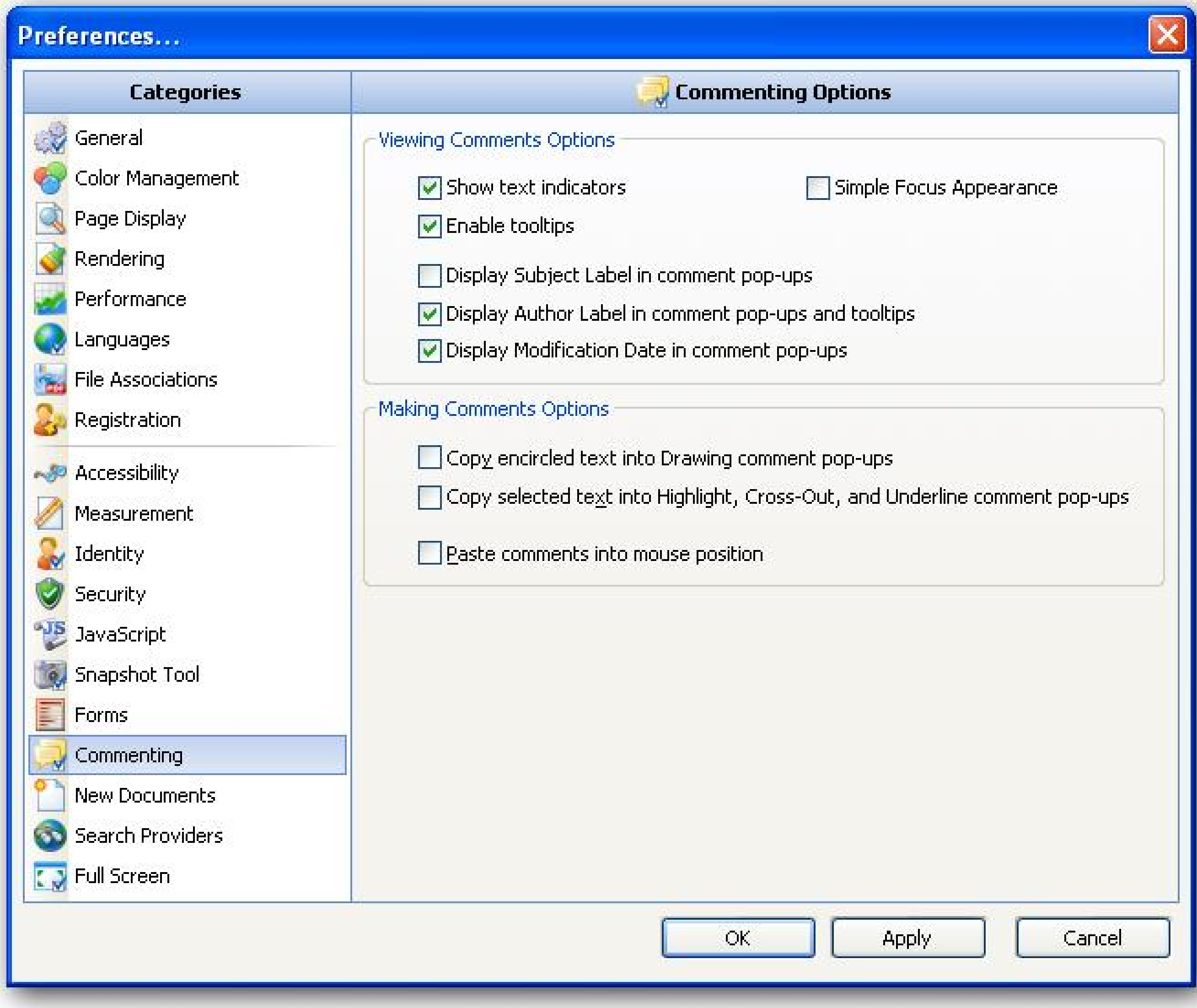
Forms



1) **General**. Allows you to set the general options for the form fields.
   a) **Auto calculate form fields**. Automatically performs all field calculations upon user entry.
   b) **Show focus rectangle**. Indicates the form field which currently has the focus.
2) **Highlight Form Fields**. Allows you to set the highlight options for the form fields.
   a) **Fill Color**. Opens the standard color selection dialog to assist you in selecting the color of highlighted form fields.
   b) **Border Color**. Opens the standard color selection dialog to assist you in selecting the border color of highlighted form fields.
   c) **Use Initial Highlight Mode for Form Fields when open documents**.
      i) **Highlight All Form Fields**. Allows you to apply highlight options to all kinds of form fields.
         (1) **Combo Boxes**. Allow you either choose an item from a pop-up menu or type in a value.
         (2) **Check Boxes**. Present yes-or-no choices for individual items. If the form contains multiple check boxes, the user can typically select as many or few of these as wanted.
         (3) **List Boxes**. Allow you to choose a displayed list of options.
         (4) **Text Boxes**. Allow you to type in text.
         (5) **Push Buttons**. Initiates a change on the user's computer, such as opening a file or others.
         (6) **Radio Buttons**. Present a group of choices from which the user can select only one item.
         (7) **Signatures**. Allow you electronically sign a PDF document with a digital signature.
      ii) **Highlight Required Fields Only**. Allows you to select a border color of form fields. The border appears for required form fields only after you attempt to submit the form.

Commenting

Commenting allows you to select two ways to copy text into Comments.



1) **Viewing Comments Options**.

   d) **Show text indicators**. Shows text indicators when you place the pointer over a comment that includes a pop-up note.

   e) **Enable tooltips**. Shows a tooltip containing the author name, comment status, and two lines of the text when you place the pointer over a comment that includes a pop-up note.

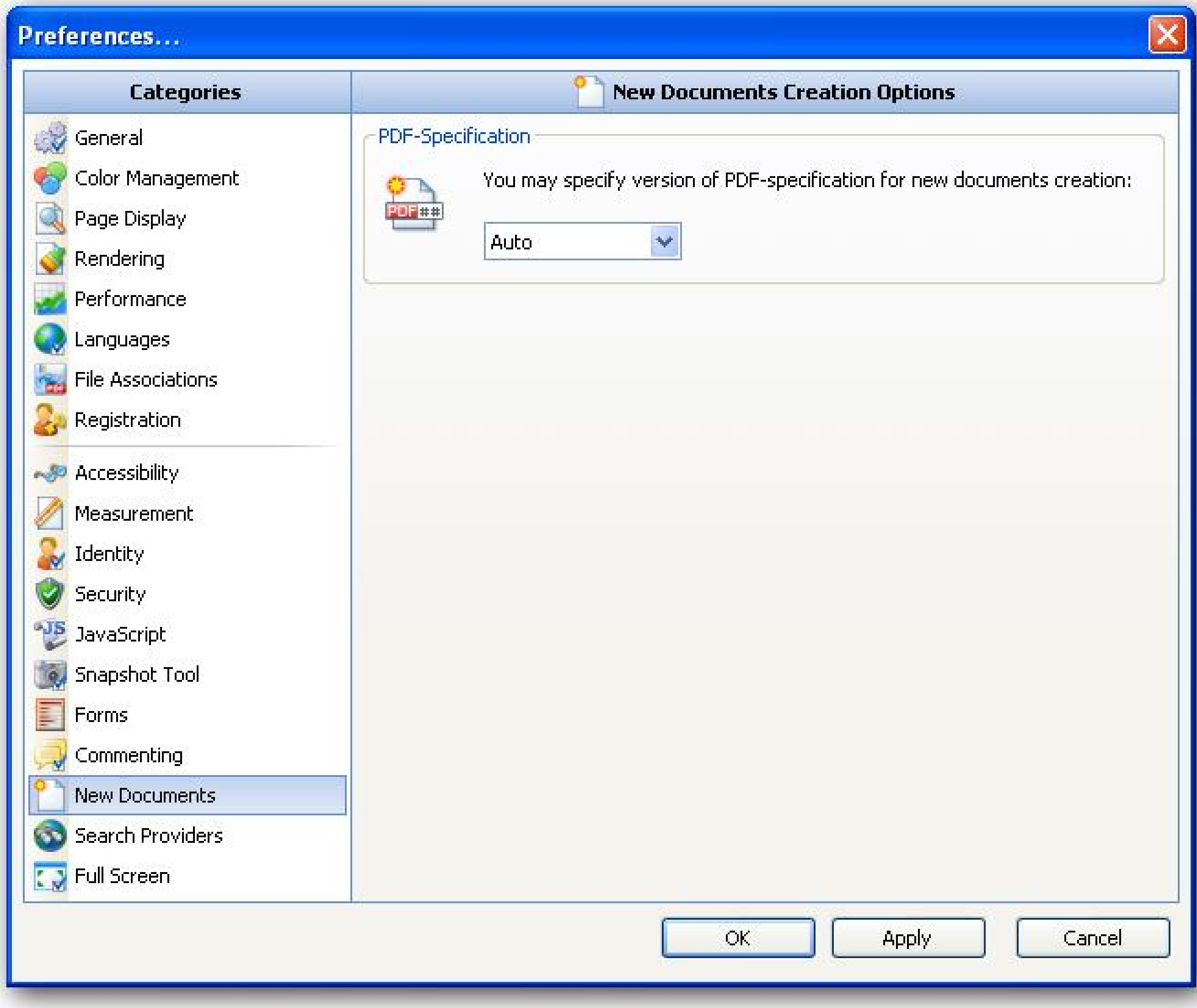
2) **Making Comments Options**.

   a) **Copy encircled text into Drawing comment pop-ups**. For drawing-type comments, encircled text will be copied into the pop-up comment, where it can be edited or further commented on.

   b) **Copy selected text into Highlight, Cross-Out, and Underline comment pop-ups**. When using the **Selection Tool**, selected text will be copied into the pop-up comment, where it can be edited or further commented on.

New Documents

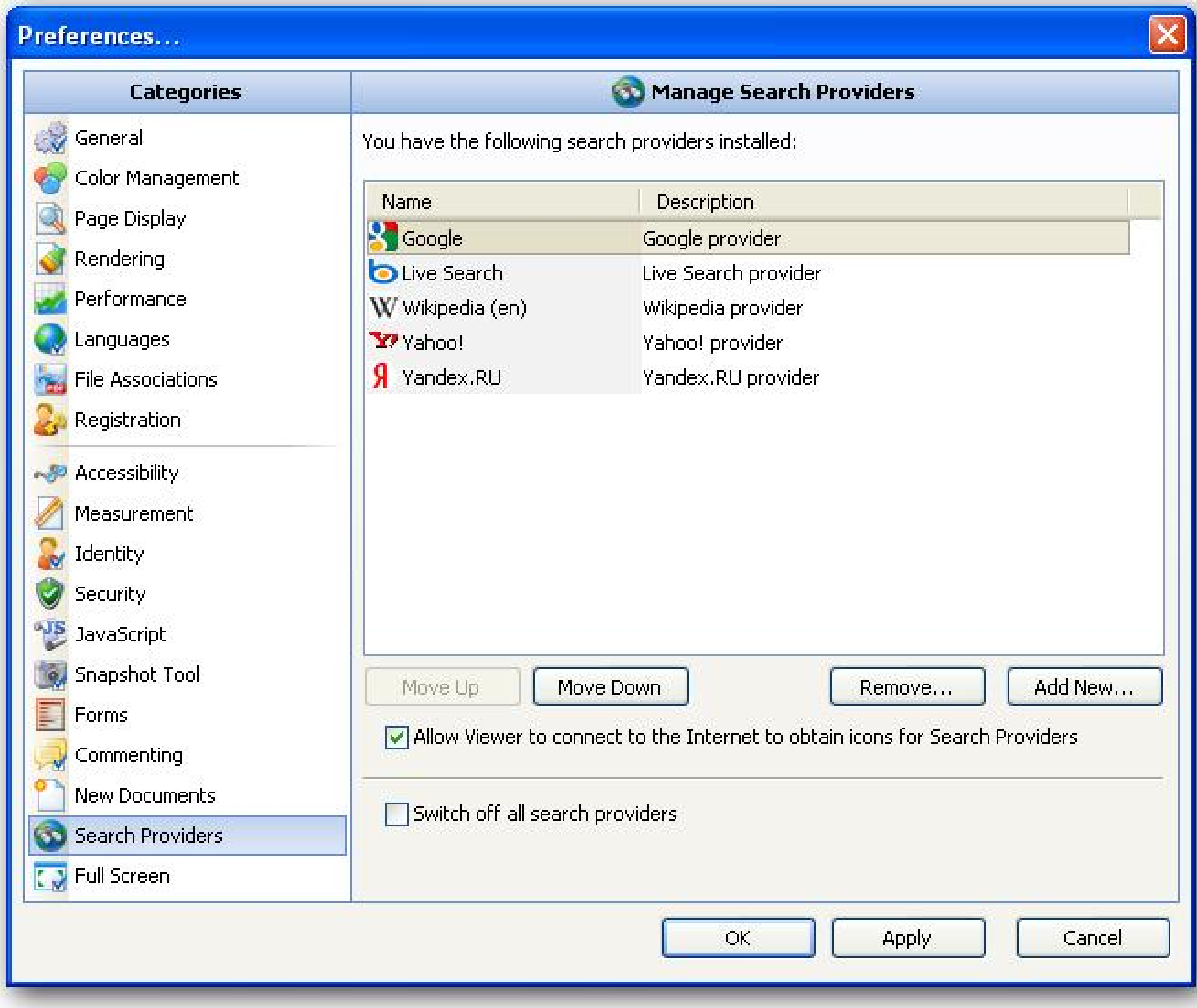
New Documents controls



1) **PDF-Specification**.

Search Providers

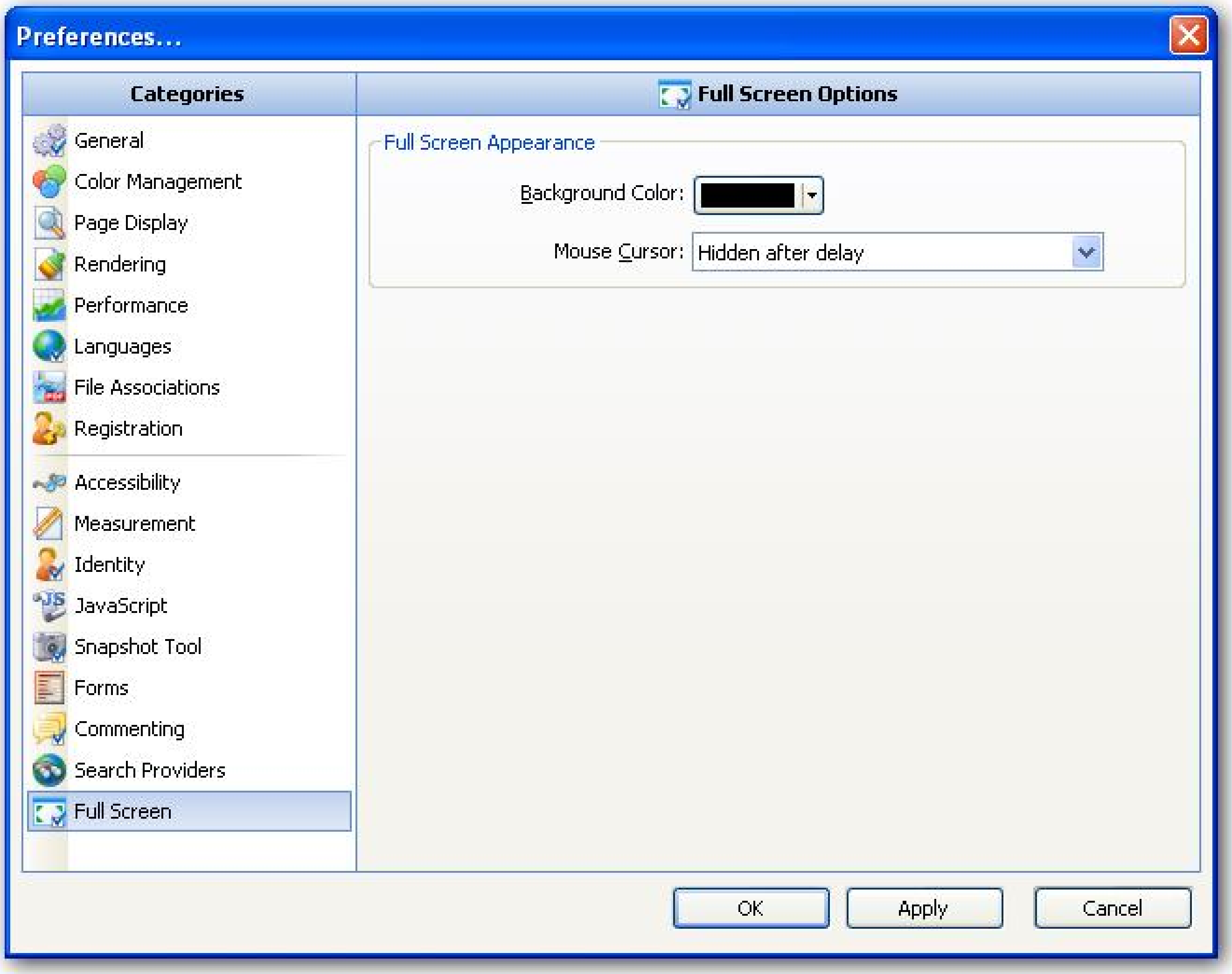
Search Providers allows you to control the options of the search providers.



1) **Move Up**. Moves the selected provider up in the list.
2) **Move Down**. Moves the selected provider down in the list.
3) **Remove...**. Deletes the selected provider.
4) **Add New...**. Allows you to add a new provider to the list.
5) **Allow the Viewer to connect to the Internet to obtain for Search Providers**. If checked, the Internet connection is allowed.
6) **Switch off all search providers**. If checked, all search providers will be switched off.

Full Screen

Full Screen controls the visual display of PDF pages when in Full Screen mode.



Full Screen mode is often used for presentations where a speaker may have the PDF pages displayed by a projector.

1) **Background Color**. Opens the standard color selection dialog to allow you to customize the background color for the display. The default is black background.

2) **Mouse Cursor**. Determines the behavior of the mouse cursor after display. There are three options:

   a) *Hidden after delay*. The cursor "disappears" after a short delay. It reappears if the mouse is moved.

   b) *Always visible*. The cursor remains visible at all times.

   c) *Always hidden*. The mouse disappears immediately after display.

View

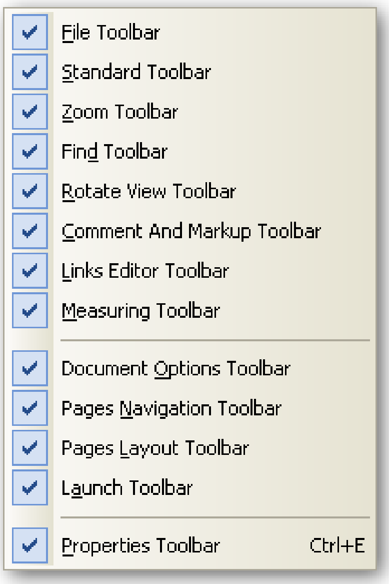
The **View** menu determines what PDF information is displayed and how.



Note that **Thumbnails**, **Bookmarks**, and **Comments** may be "grabbed" and docked either as "Panes" (along the top of the PDF Display area), "Bars" (along the left or right sides of the PDF Display area) or left floating.

Toolbars Menu

The Toolbars submenu selects or deselects the following toolbars:



Please see the Zoom Toolbar item for more information.

Status Bar

When the **Status Bar** toggle is checked, the Status bar at the bottom of the page is displayed with document and display information.

Unchecking the **Status Bar** item disables and removes the Status bar at the bottom of the page. This may be desirable if you need to see more of the PDF page, although the change is minor.

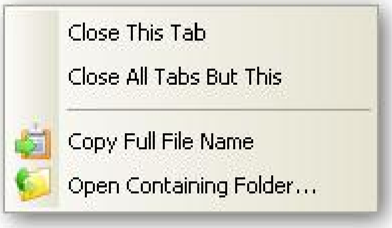
Navigation Tabs

When the **Navigation Tabs** toggle is checked, the Navigation Tabs above the PDF display area appear and may be used to switch between two or more PDFs.

Unchecking the **Navigation Tabs toggle** removes the Navigation Tabs above the PDF display area. This may be desirable if you need to see more of the PDF page, although the change is minor.

Navigation Tab Menu

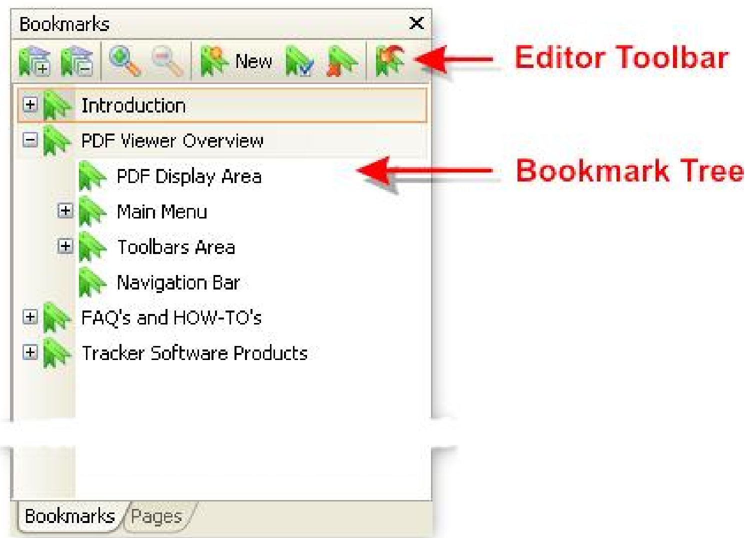
If you right-click on a document tab, the following menu appears:



1) **Close This Tab**. Closes the selected document.
2) **Close All Tabs But This**. Closes all documents except the one under this tab.
3) **Copy Full File Name**. As Copy Full File Name.
4) **Open Containing Folder**. As Open Containing Folder....

Bookmarks

Clicking the **Bookmarks** item shows the Bookmarks pane. If the **Thumbnails** pane is displayed, this hides it.



The **Bookmarks** pane has a **Bookmark Editor Toolbar** at the top of the page that will allow you to add, change, or remove Bookmarks from the active document. See Bookmark Editor for more information.

The **Bookmarks Tree** below the Editor Toolbar contains the list of Bookmarks for the active document.

Right-clicking any bookmark brings up the Bookmark pop-up menu:



The menu options are:

1) **Go to Bookmark**. Changes the current displayed page to the one the bookmark points to.
2) **New Bookmark**. Create a new bookmark. See Bookmark Editor.
3) **Cut**. Cuts the selected bookmark.
4) **Copy**. Copies the selected bookmark.
5) **Paste**. Pastes the copied bookmark.
6) **Delete**. Deletes the selected bookmark.
7) **Rename**. Allows you to rename the current bookmark.
8) **Set Destination**. Sets the bookmark to point to the currently selected page.
9) **Set Current Appearance as Default**. Sets the default appearance of all bookmarks to match the currently-selected bookmark.
10) **Apply Default Appearance**. Applies the default appearance to the selected bookmark(s).
11) **Zoom In Bookmarks**. Enlarges bookmark font size.
12) **Zoom Out Bookmarks**. Reduces bookmark font size.
13) **Wrap Long Bookmark Titles**. Toggling this on allows long bookmark text to wrap to multiple lines. If this is unchecked, then long bookmarks will take up only one line but will appear truncated in the bookmarks pane.
14) **Bookmarks Properties...**. See Bookmark Properties & Actions.

Bookmark Editor

The **Bookmark Editor** feature allows you to Add, Change, or Delete bookmarks in the active document's Bookmark tree.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information!

The Editor is controlled by the **Bookmark Editor Toolbar:**



Each Button on the toolbar has a tooltip that appears if you hover the mouse over the button, so if you cannot remember which button does what, the tooltip will help to remind you.

In addition, each button also has a **keyboard shortcut** associated with it:

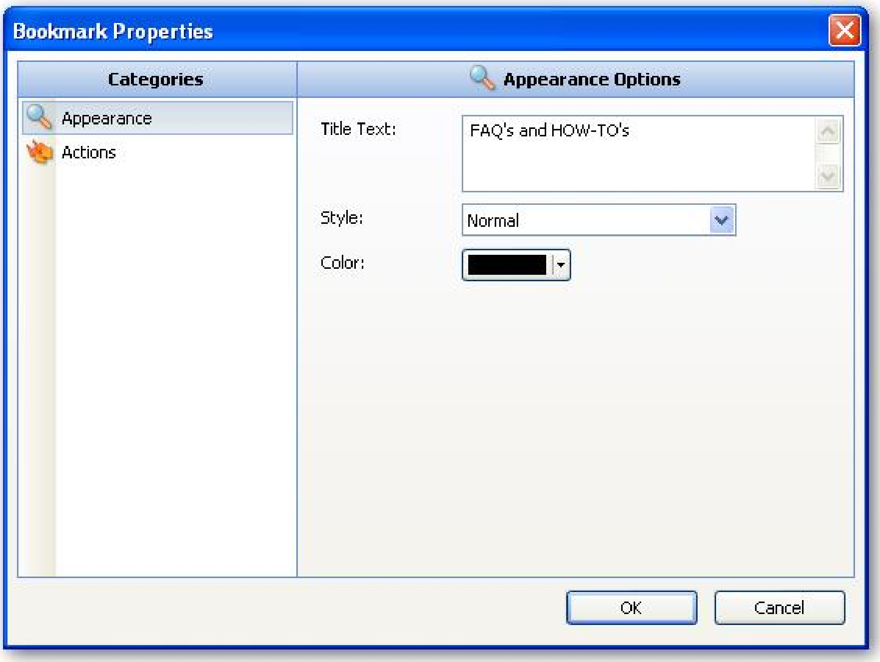
OPERATION	KEYBOARD SHORTCUT	ACTION
Zoom In: Enlarge	Num + (numeric keypad + sign)	Enlarges font size of all bookmarks
Zoom Out: Reduce	Num - (numeric keypad - sign)	Reduces font size of all bookmarks
New Bookmark	Insert	Inserts a new bookmark after the selected bookmark Other New Bookmark options are: **Shift+New** - add bookmark before currently selected **Ctrl+New** - add a bookmark as a last child of currently selected (if current bookmark has no children, a new one will be added) **Shift+Ctrl+New** - add a bookmark as a first child of currently selected bookmark.
Edit Bookmark	<none>	Opens Bookmark Properties screen. See Bookmark Properties.
Delete Bookmark	Delete	Deletes selected bookmark(s). More than one bookmark may be selected for deletion.
Ensure Visibility	<none>	Ensures that the selected bookmark will be visible when the document is opened.
Refresh Bookmarks Tree	F5	Displays the latest changes made to bookmarks.

Bookmark Properties & Actions

The Bookmark Properties screen may be opened either by selecting a Bookmark in the Bookmark list and clicking the Bookmark **Edit** button, or simply right-clicking the selected Bookmark.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.

1) The **Appearance** tab defines how the Bookmark looks when displayed in the Bookmarks pane:



a) **Title Text**. The text to be displayed in the Bookmarks pane.

b) **Style**. Selects the font style to use. Valid values are:

   i) Normal.

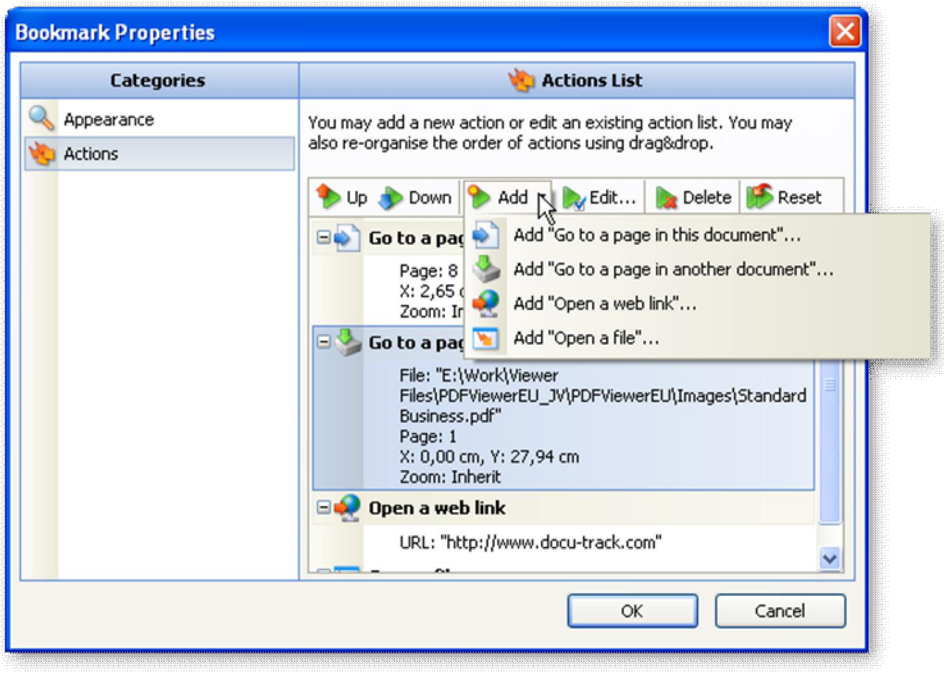
   ii) **Bold**.

   iii) *Italic*.

   iv) ***Bold and Italic***.

c) **Color**. Opens the standard color dialog to select the color of the Bookmark text.

2) The **Actions** tab defines the action(s) to be performed when the Bookmark is selected.



The **Actions** list lists the action(s) to be performed when the Bookmark is selected. At the top of the list is an editor toolbar for the Actions list:

a) **Up**. Moves the selected action up in the list.

b) **Down**. Moves the selected action down in the list.

c) **Add...**. Adds a new Action to the list to be selected.

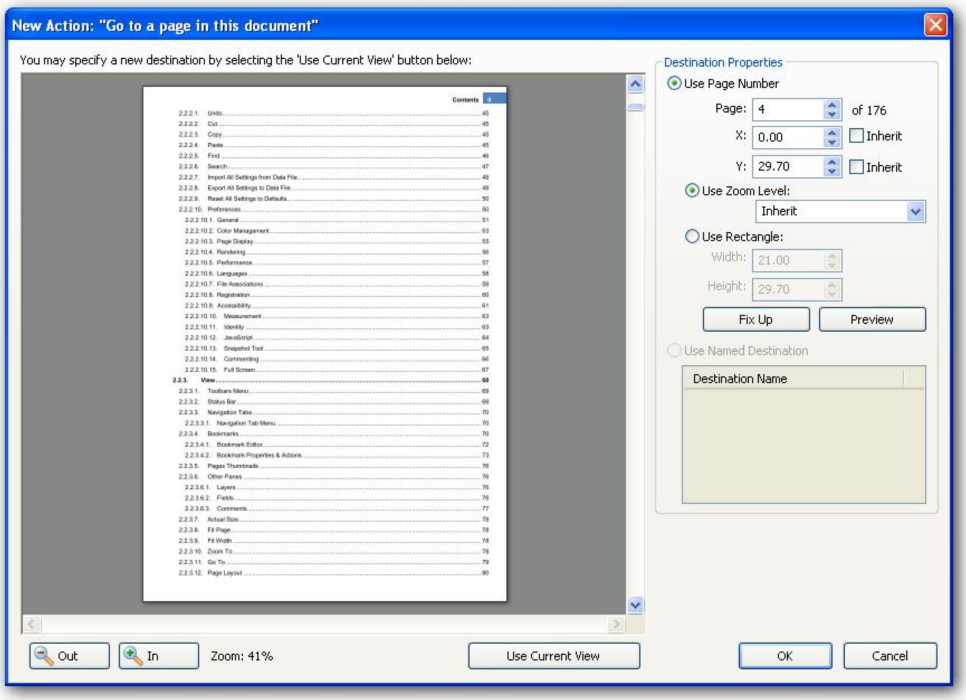
d) **Edit...**. Edits the selected Action.

e) **Delete**. Deletes the selected Action.

f) **Reset**. Resets the Action list, removing all changes.

When **Add** or **Edit** is selected, the **New/Edit Action** dialog will be opened. The following actions are available:

i) **Add "Go to a page in this document"...**. Goes to the specified destination in the current document.



(1) **Destination Properties**.

(a) **Use Page Number**. Allows you to set the page number you need.

(i) **Page**. Sets the page of the document to select when the bookmark is activated.

(ii) **X**. Sets the vertical position on the page in PDF coordinates that measure upwards from the bottom of the page. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The Inherit checkbox means to inherit the X coordinate from the previous view.

(iii) **Y**. Sets the horizontal position on the page in PDF coordinates that measure from left to right. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The **Inherit** checkbox means to inherit the Y coordinate from the previous view.

(b) **Use Zoom Level**. Zoom level (magnification) of the page when opened. This may be a selected % of page size; a standard PDF "Fit" value; or **Inherit**, which means inherit the Zoom level from the previous view.

(c) **Use Rectangle**. When selected, specifies the size of the display rectangle in the Unit of Measure is the one set on the Edit | Preferences | Measure tab.

(d) **Fix Up**. Allows you to fix up the settings in **Destination Properties**.

(e) **Preview**. When clicked, the left side shows the way the page will be displayed depending on the settings in **Destination Properties**.

(f) **Use Named Destination**. Is available when the document contains named destination.

(2) **Other Buttons**.

(a) **Out**. Zoom out (reduce) the display page size.

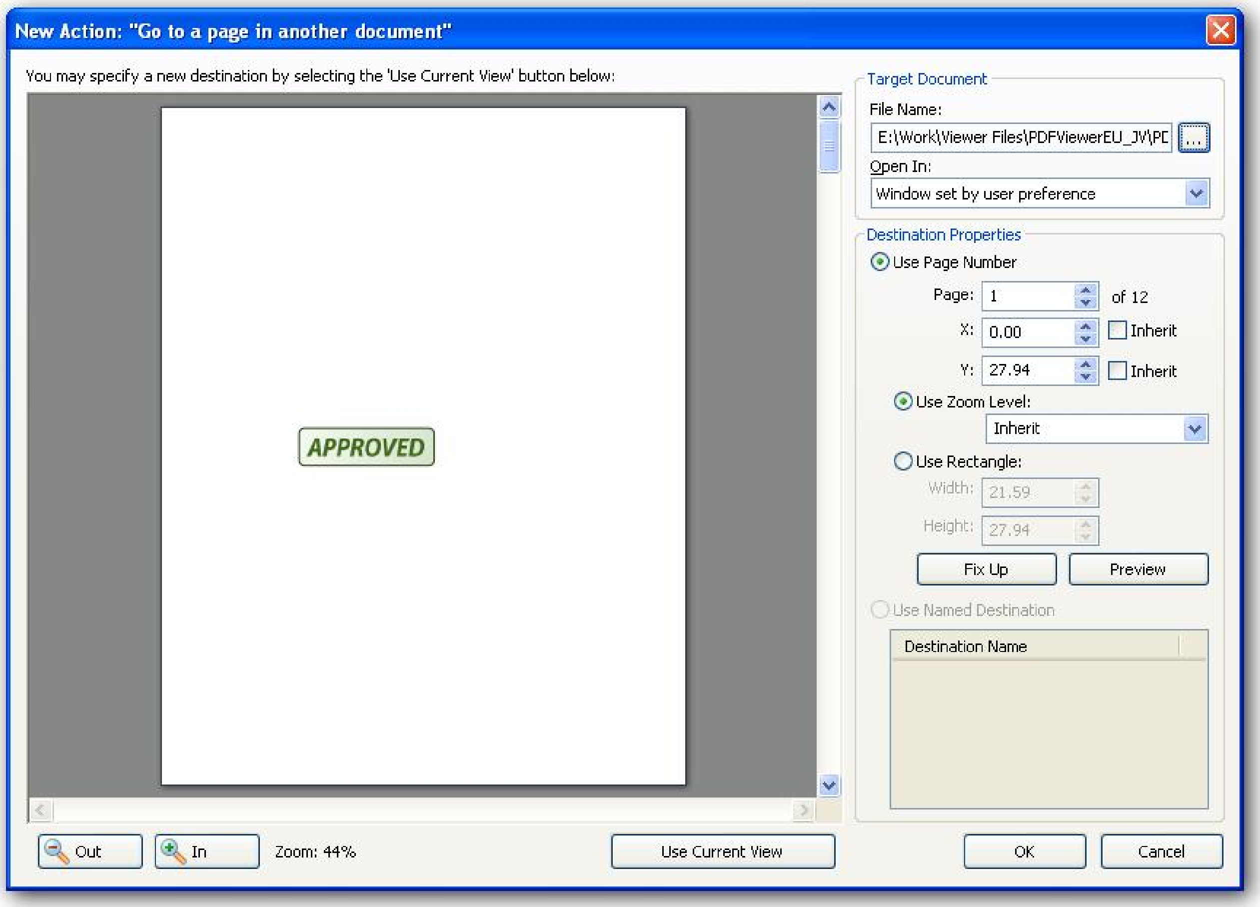
(b) **In**. Zoom in (enlarge) the display page size.

(c) **Use Current View**. Use the display values of the current page in the main display.

(d) **OK**. Saves the changes and exits.

(e) **Cancel**. Discards the changes and exits.

ii) **Add "Go to a page in another document"….** Goes to the specified destination in another document.



(1) **Target Document**.

(a) **File Name**. Opens a standard **Open** dialog box to select the necessary document.

(b) **Open In**. Defines the settings for opening new PDF file.

(i) **Window set by user preference**. File is opened in the window set by user preference.

(ii) **Existing window**. File is opened in the existing window.

(iii) **New window**. File is opened in the new window.

(2) **Destination Properties**.

(a) **Use page number**. Allows you to set the page number you need.

(i) **Page**. Sets the page of the document to select when the bookmark is activated.

(ii) **X**. Sets the vertical position on the page in PDF coordinates that measure upwards from the bottom of the page. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The Inherit checkbox means to inherit the X coordinate from the previous view.

(iii) **Y**. Sets the horizontal position on the page in PDF coordinates that measure from left to right. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The **Inherit** checkbox means to inherit the Y coordinate from the previous view.

(b) **Use Zoom Level**. Zoom level (magnification) of the page when opened. This may be a selected % of page size; a standard PDF "Fit" value; or **Inherit**, which means inherit the Zoom level from the previous view.

(c) **Use Rectangle**. When selected, specifies the size of the display rectangle in the Unit of Measure is the one set on the Edit | Preferences | Measure tab.

(d) **Fix Up**. Allows you to fix up the settings in **Destination Properties**.

(e) **Preview**. When clicked, the left side shows the way the page will be displayed depending on the settings in **Destination Properties**.

(f) **Use Named Destination**. Is available when the document contains named destination.

(3) **Other Buttons**.

(a) **Out**. Zoom out (reduce) the display page size.

(b) **In**. Zoom in (enlarge) the display page size.

(c) **Use Current View**. Use the display values of the current page in the main display.

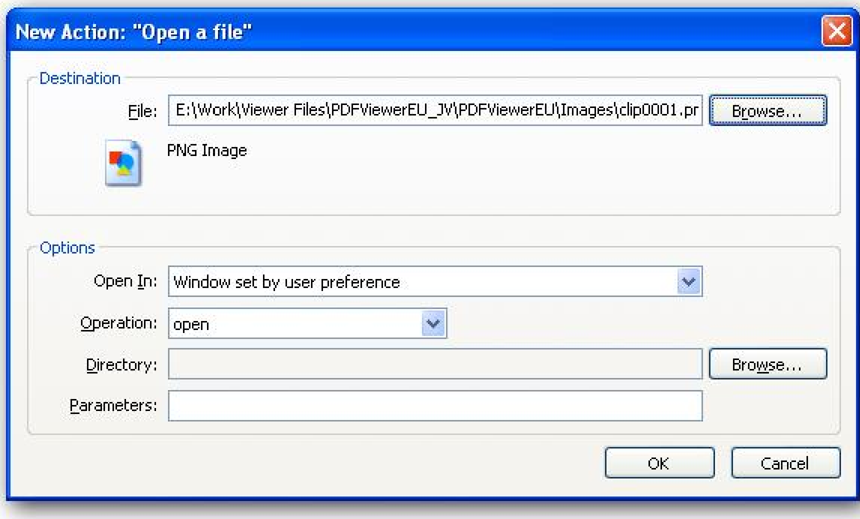
(d) **OK**. Saves the changes and exits.

(e) **Cancel**. Discards the changes and exits.

iii) **Add "Open a web link"...**. Goes to the specified destination on the Internet.



iv) **Add "Open a file"...**. Launches and opens a file.



(1) **Destination**.

(a) **File**. Clicking the **Browse** button opens the standard **Open** dialog box to select the destination file.

(2) **Options**.

(a) **Open In**. Defines the settings for opening new file.

(i) **Window set by user preference**. File is opened in the window set by user preference.

(ii) **Existing window**. File is opened in the existing window.

(iii) **New window**. File is opened in the new window.

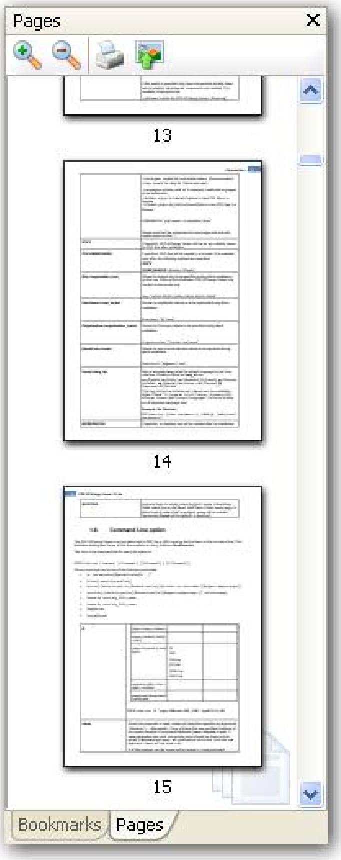
(b) **Operation**. Allows you to set an operation for the chosen file.

(c) **Directory**. Clicking the **Browse** button opens the **Browse For Folder** dialog box to select the directory.

(d) **Parameters**. Contains parameters for performing a certain operation.

Pages Thumbnails

Clicking **Pages Thumbnails** displays the thumbnail display. If the **Bookmarks** pane is displayed, then thumbnails are hidden.



The **Pages Thumbnails** pane has a **Pages Thumbnails Editor Toolbar** at the top of the page that will allow you to print, or export Pages from the active document:

1) **Zoom In Thumbnails**. Enlarges all pages thumbnails.

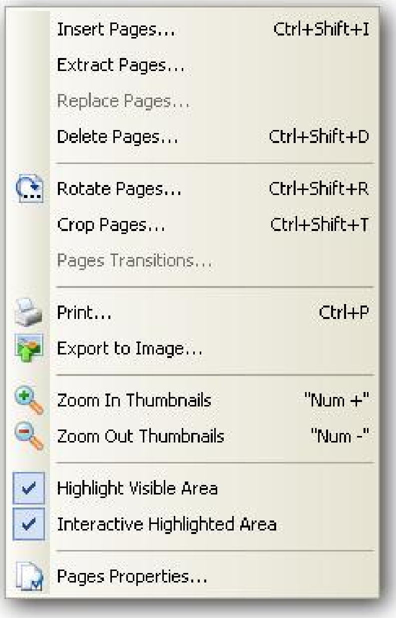
2) **Zoom Out Thumbnails**. Reduces all pages thumbnails.

3) **Print…**. Allows you to print the contents of the currently selected PDF document to a selected printer. See Print….

4) **Export to Image…**. Allows you to export a selected page(s) of the current document as an image file. See Export.

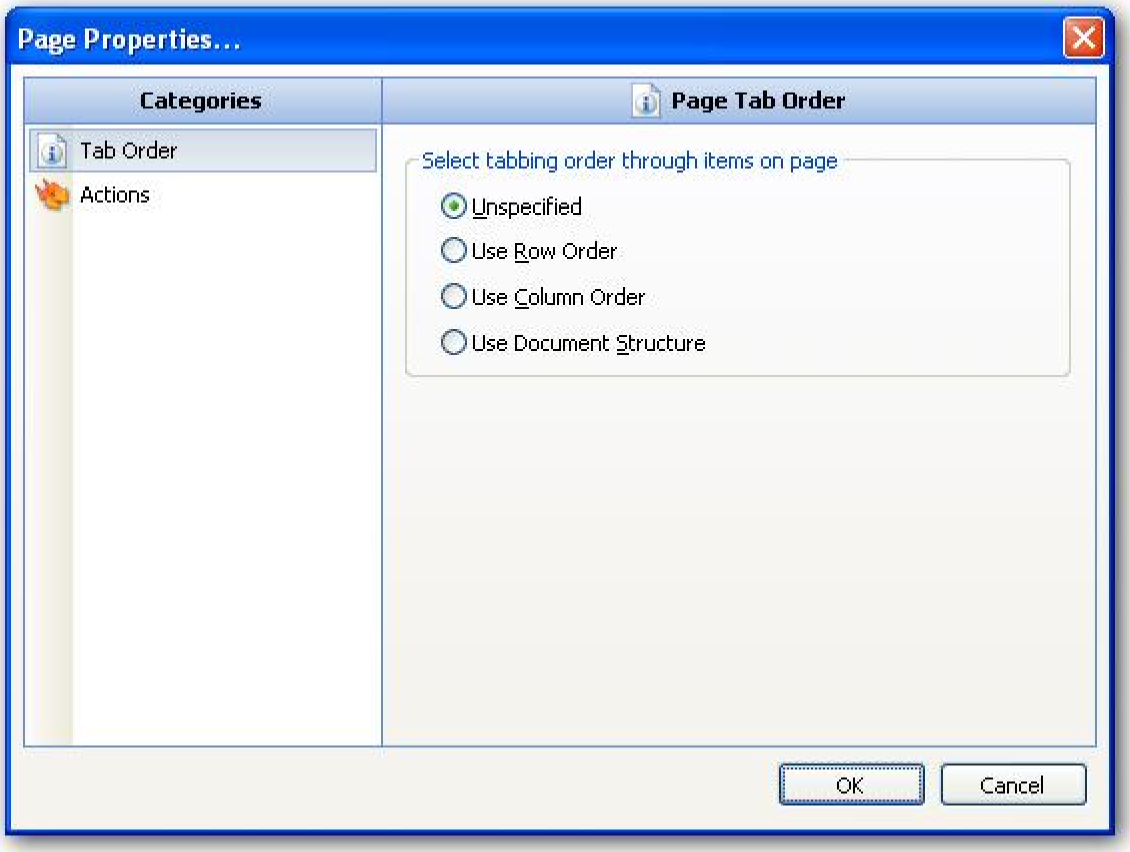
Each Button on the toolbar has a tooltip that appears if you hover the mouse over the button, so if you cannot remember which button does what, the tooltip will help to remind you.

Right-clicking any Page Thumbnail brings up the pop-up menu:


Insert Pages... Ctrl+Shift+I
Extract Pages...
Replace Pages...
Delete Pages... Ctrl+Shift+D
Rotate Pages... Ctrl+Shift+R
Crop Pages... Ctrl+Shift+T
Pages Transitions...
Print... Ctrl+P
Export to Image...
Zoom In Thumbnails "Num +"
Zoom Out Thumbnails "Num -"
Highlight Visible Area
Interactive Highlighted Area
Pages Properties...

The menu options are:

1) **Insert Pages…**. Allows you to insert pages from another PDF into the current document. See Insert Pages.
2) **Extract Pages…**. Allows you to extract selected pages from the current PDF to one or more PDF files. See Extract Pages.
3) **Replace Pages…**. Is not active in this version of the program. See Replace Pages.
4) **Delete Pages…**. Allows you to delete selected pages from the current PDF. See Delete Pages.
5) **Rotate Pages…**. Allows you to rotate selected pages of the current PDF clockwise, counterclockwise, or inverted. See Rotate Pages.
6) **Crop Pages…**. Allows you to crop the active document's pages. See Crop Pages.
7) **Pages Transitions…**. Is not active in this version of the program. See Page Transitions.
8) **Print…**. Allows you to print the contents of the currently selected PDF document to a selected printer. See Print….
9) **Export to Image…**. Allows you to export a selected page(s) of the current document as an image file. See Export.
10) **Zoom In Thumbnails**. Enlarges all pages thumbnails.
11) **Zoom Out Thumbnails**. Reduces all pages thumbnails.
12) **Highlight Visible Area**.
13) **Interactive Highlighted Area**.
14) **Pages Properties…**. Opens the Page Properties dialog box. There are two tabs in this dialog:
    a) **Tab Order**. In the Pages panel, you can set the order in which a user tabs through form fields, links, and comments for each page.



i) **Select tabbing order through items on page**.

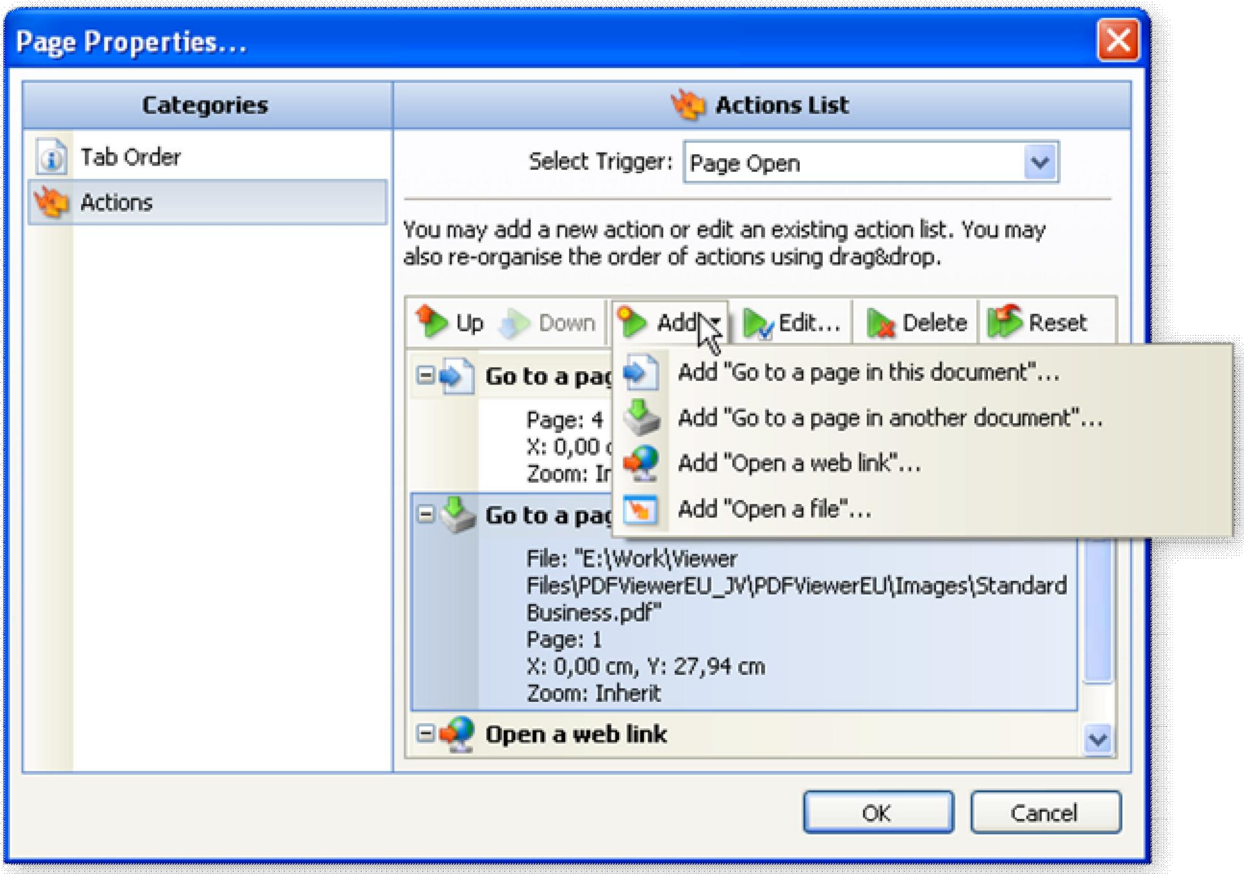
(1) **Unspecified**. With this setting, form fields are tabbed through first, followed by links and then comments ordered by row. Is selected by default.

(2) **Use Row Order**. Moves through rows from left to right or right to left for pages with a right-to-left binding.

(3) **Use Column Order**. Moves through columns from left to right and from top to bottom or right to left for pages with a right-to-left binding.

(4) **Use Document Structure**. Moves in the order specified by the authoring application.

b) **Actions**. Defines the action(s) to be performed when the page is selected.



The Actions List lists the action(s) to be performed when the page is activated. At the top of the list is an editor toolbar for the Actions List:

a) **Select Trigger**. Allows you to define a trigger that causes the action to occur. Multiple actions can be added to one trigger.

i) **Page Open**. Sets an action(s) when the page is opened.

ii) **Page Close**. Sets an action(s) when the page is closed.

b) **Up**. Moves the selected action up in the list.

c) **Down**. Moves the selected action down in the list.

d) **Add**. Adds a new action to the list to be selected.

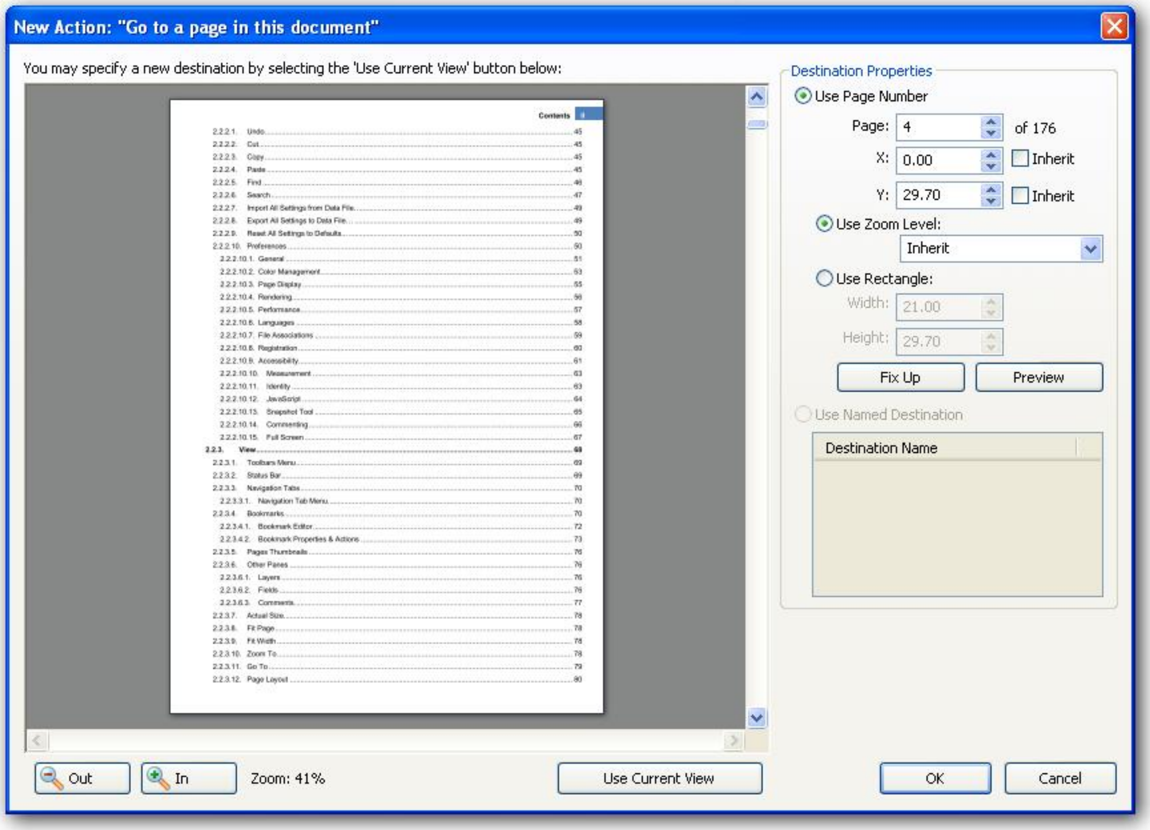
e) **Edit...**. Edits the selected action.

f) **Delete**. Deletes the selected action.

g) **Reset**. Resets the Action List, removing all changes.

When **Add** or **Edit** is selected, the **New/Edit Action** dialog will be opened. The following actions are available:

1) **Add "Go to a page in this document"**. Goes to the specified destination in the current document.



a) **Destination Properties**.

i) **Use Page Number**. Allows you to set the page number you need.

(1) **Page**. Sets the page of the document to select when the page is activated.

(2) **X**. Sets the vertical position on the page in PDF coordinates that measure upwards from the bottom of the page. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The Inherit checkbox means to inherit the X coordinate from the previous view.

(3) **Y**. Sets the horizontal position on the page in PDF coordinates that measure from left to right. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The **Inherit** checkbox means to inherit the Y coordinate from the previous view.

ii) **Use Zoom Level**. Zoom level (magnification) of the page when opened. This may be a selected % of page size; a standard PDF "Fit" value; or **Inherit**, which means inherit the Zoom level from the previous view.

iii) **Use Rectangle**. When selected, specifies the size of the display rectangle in the Unit of Measure is the one set on the Edit | Preferences | Measure tab.

iv) **Fix Up**. Allows you to fix up the settings in **Destination Properties**.

v) **Preview**. When clicked, the left side shows the way the page will be displayed depending on the settings in **Destination Properties**.

vi) **Use Named Destination**. Is available when the document contains named destination.

b) **Other Buttons**.

i) **Out**. Zoom out (reduce) the display page size.

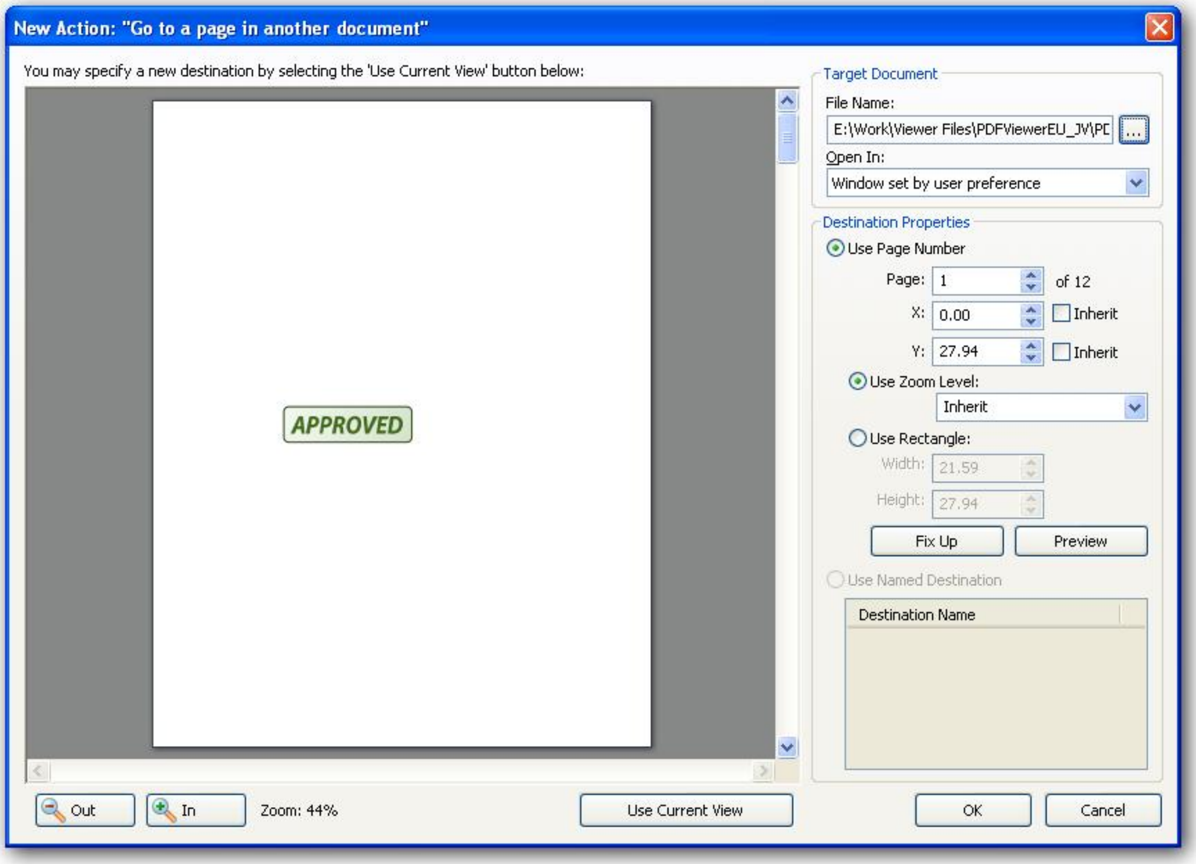
ii) **In**. Zoom in (enlarge) the display page size.

iii) **Use Current View**. Use the display values of the current page in the main display.

iv) **OK**. Saves the changes and exits.

v) **Cancel**. Discards the changes and exits.

2) **Add "Go to a page in another document"….** Goes to the specified destination in another document.



a) **Target Document**.

i) **File Name**. Opens a standard **Open** dialog box to select the necessary document.

ii) **Open In**. Defines the settings for opening new PDF file.

(1) **Window set by user preference**. File is opened in the window set by user preference.

(2) **Existing window**. File is opened in the existing window.

(3) **New window**. File is opened in the new window.

b) **Destination Properties**.

i) **Use page number**. Allows you to set the page number you need.

(1) **Page**. Sets the page of the document to select when the page is activated.

(2) **X**. Sets the vertical position on the page in PDF coordinates that measure upwards from the bottom of the page. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The Inherit checkbox means to inherit the X coordinate from the previous view.

(3) **Y**. Sets the horizontal position on the page in PDF coordinates that measure from left to right. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The **Inherit** checkbox means to inherit the Y coordinate from the previous view.

ii) **Use Zoom Level**. Zoom level (magnification) of the page when opened. This may be a selected % of page size; a standard PDF "Fit" value; or **Inherit**, which means inherit the Zoom level from the previous view.

iii) **Use Rectangle**. When selected, specifies the size of the display rectangle in the Unit of Measure is the one set on the Edit | Preferences | Measure tab.

iv) **Fix Up**. Allows you to fix up the settings in **Destination Properties**.

v) **Preview**. When clicked, the left side shows the way the page will be displayed depending on the settings in **Destination Properties**.

vi) **Use Named Destination**. Is available when the document contains named destination.

c) **Other Buttons**.

i) **Out**. Zoom out (reduce) the display page size.

ii) **In**. Zoom in (enlarge) the display page size.

iii) **Use Current View**. Use the display values of the current page in the main display.

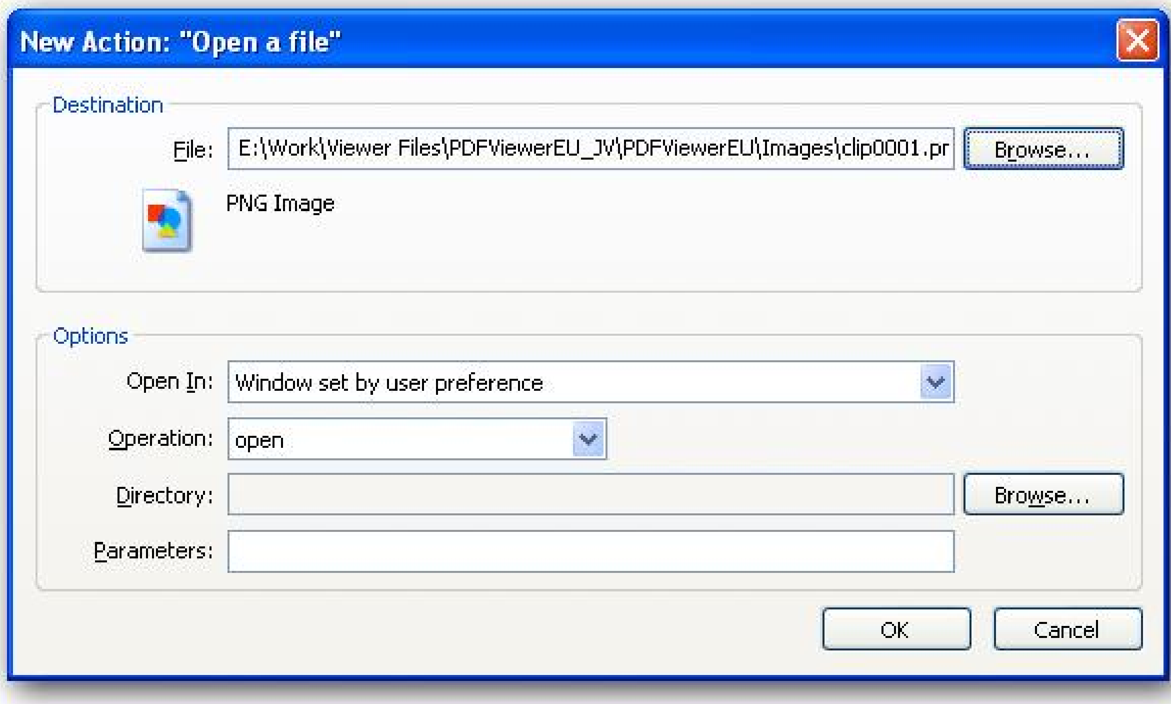
iv) **OK**. Saves the changes and exits.

v) **Cancel**. Discards the changes and exits.

3) **Add "Open a web link"**. Goes to the specified destination on the Internet.



4) **Add "Open a file"...**. Launches and opens a file.



a) **Destination**.

ii) **File**. Clicking the **Browse** button opens the standard **Open** dialog box to select the destination file.

b) **Options**.

i) **Open In**. Defines the settings for opening new file.

(1) **Window set by user preference**. File is opened in the window set by user preference.

(2) **Existing window**. File is opened in the existing window.

(3) **New window**. File is opened in the new window.

ii) **Operation**. Allows you to set an operation for the chosen file.

iii) **Directory**. Clicking the **Browse** button opens the **Browse For Folder** dialog box to select the directory.

iv) **Parameters**. Contains parameters for performing a certain operation.

Other Panes

In addition to Bookmarks and Thumbnails, there are other panes that may be shown or hidden.



1) Layers correspond to what Adobe® calls "Optional content." Selecting this option opens a pane within the PDF display area that displays the optional content layers.
2) Fields are found within Adobe® Acrobat® Forms. Selecting this option opens a pane within the PDF display area that displays the Form fields.
3) Comments display a list of Comments, Annotations and Markups.
4) Attachments allow you to attach PDFs and other types of files to a PDF document.

Layers

Layers correspond to what Adobe® calls "Optional content." Selecting this option opens a pane within the PDF display area that displays the optional content layers.

Fields

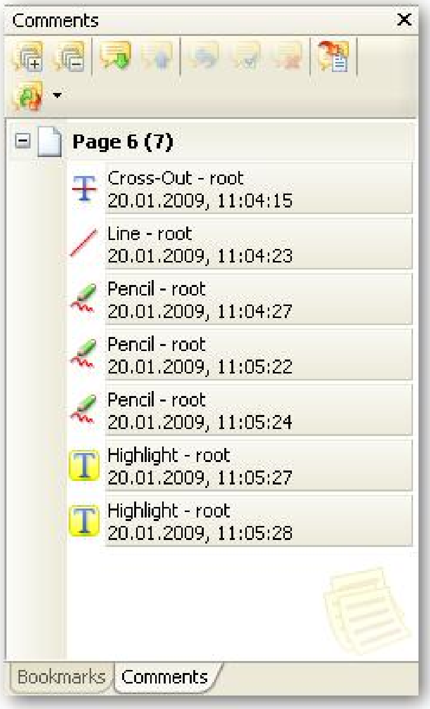
Fields are found within Adobe® Acrobat® Forms. Selecting this option opens a pane within the PDF display area that displays the Form fields. Note that the fields are listed alphabetically, not in the order they may appear to be in on the page.



Each field is identified by its name and type. You may click on a field to highlight its entry in the pane, or double click a field in the pane to highlight the form field.

Comments

Comments displays a list of Comments, Annotations and Markups:



This displays a list of all Annotations by page. Note that you can go to the page and Annotation by clicking on the comment in this list. Clicking on an Annotation also opens the appropriate toolbar for the comment.

Attachments

Attachments allow you to attach PDFs and other types of files to a PDF. See [Attach a file].

Actual Size

Actual Size sets the Zoom percentage to 100%, forcing the PDF page to display at actual size.

Fit Page

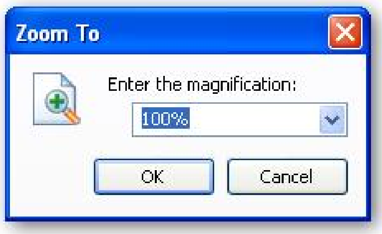
Fit Page fits the entire PDF page within the borders of the view pane.

Fit Width

Fit Width fits the PDF to the width of the view pane. Scroll bars are provided to enable you to scroll the PDF page as desired.

Zoom To

Zoom To... opens a dialog box to allow you to select or enter the zoom percentage to use to display the PDF pages.



Show Grid

Show Grid displays the grid behind transparent objects. Grid is used to accurately line up text and objects in a document.

Show Guides

Show Guides shows the guides for lining up objects, such as form fields.

To create a guide, drag down from the horizontal ruler, or drag to the right of the vertical ruler.

Show Rulers

Show Rulers shows horizontal and vertical rulers, which let you check the size of objects in your documents.

Snap

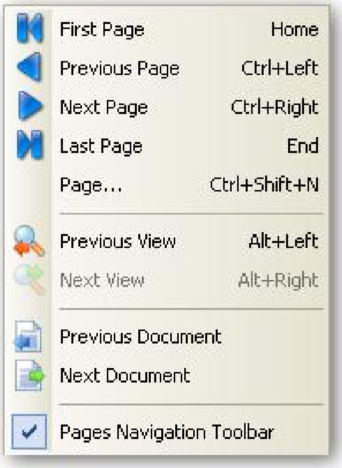
Snap allows you to control how drawing objects “snap” to various things such as grid lines, guides and other objects. This feature helps to save time when you’re using line drawing tools.



1) **Snap to Grid**. The objects snap to grid intersection points.
2) **Snap to Guides**. Objects snap to align with vertical or horizontal guidelines.
3) **Snap to Objects**. When objects are set to snap to each other, they use snap points on either the source or target object. Snap points are set using options.

Go To

Selecting **Go To** opens the Page Selection submenu:

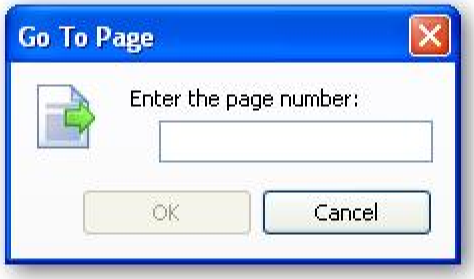


The options are:

1) **First Page**. Moves the view to the top of the first page of the document. If you are on the first page, this option is disabled.
2) **Previous Page**. Moves the view to the top of the previous page of the document. If you are on the first page, this option is disabled.
3) **Next Page**. Moves the view to the top of the next page of the document. If you are on the last page, this option is disabled.

4) **Last Page**. Moves the view to the top of the last page of the document. If you are on the last page, this option is disabled.

5) **Page...**. Opens a dialog box to allow you to enter a page number.



6) **Previous View**. Moves to the previous view. If you are on the first view, this option is disabled.

7) **Next View**. Moves to the next view. If you are on the last view, this option is disabled.

8) **Previous Document**. Moves to the previous document. If you are on the first document, this option is disabled.

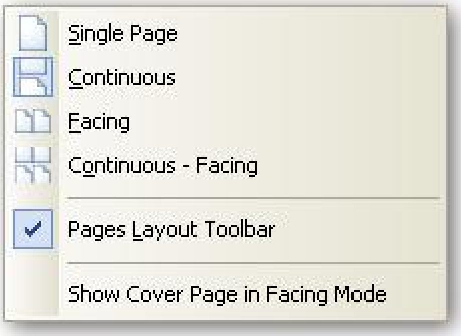
9) **Next Document**. Moves to the next document. If you are on the last document, this option is disabled.

10) **Pages Navigation Toolbar.** Shows or hides Pages Navigation Toolbar.

Page Layout

Page Layout determines how pages are arranged in the PDF document pane.

Selecting **Page Layout** opens the layout submenu:



1) **Single Page**. Only one page at a time is displayed. To change pages you must use the **Go To menu** or the page selection toolbar.

2) **Continuous**. The pages are displayed as a scrollable pane. This allows you to view the bottom of one page and the top of the next simultaneously.

3) **Facing**. Two pages are displayed side by side. The left page is always an even-numbered page and the right page is the next odd-numbered page.

4) **Continuous - Facing**. The pages are displayed two-up as a scrollable pane. This allows you to view the bottom of one page and the top of the next simultaneously.

5) **Pages Layout Toolbar**. Shows or hides Pages Layout Toolbar.

6) **Show Cover Page in Facing Mode**. The cover page is displayed in facing mode.

Rotate View

Rotate View rotates the PDF page view by 90 degrees clockwise or counterclockwise.



Full Screen

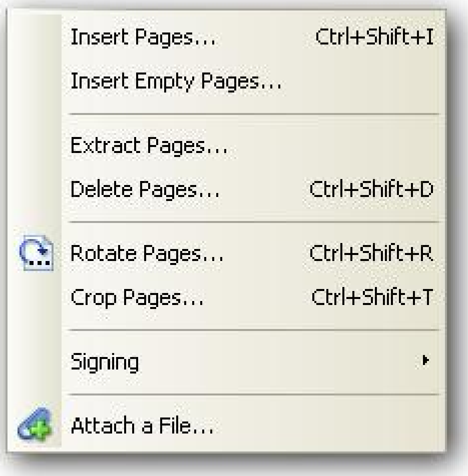
Full Screen alters the display to display only the PDF document pages. It temporarily hides the screen borders, title bar, menu, status and toolbars. Pressing **ESC** restores the normal screen display.

Document

The **Document** menu allows you to **Insert, Extract, Replace**, **Delete, Rotate,** or Crop pages, or set page transition modes.

Warning! If you are running in FREE mode, using any function from this menu except Rotate Pages will cause the saved PDF to have unremovable watermarks!

IMPORTANT! These functions are mostly PRO features, see IMPORTANT! FREE vs. PRO version for more information!

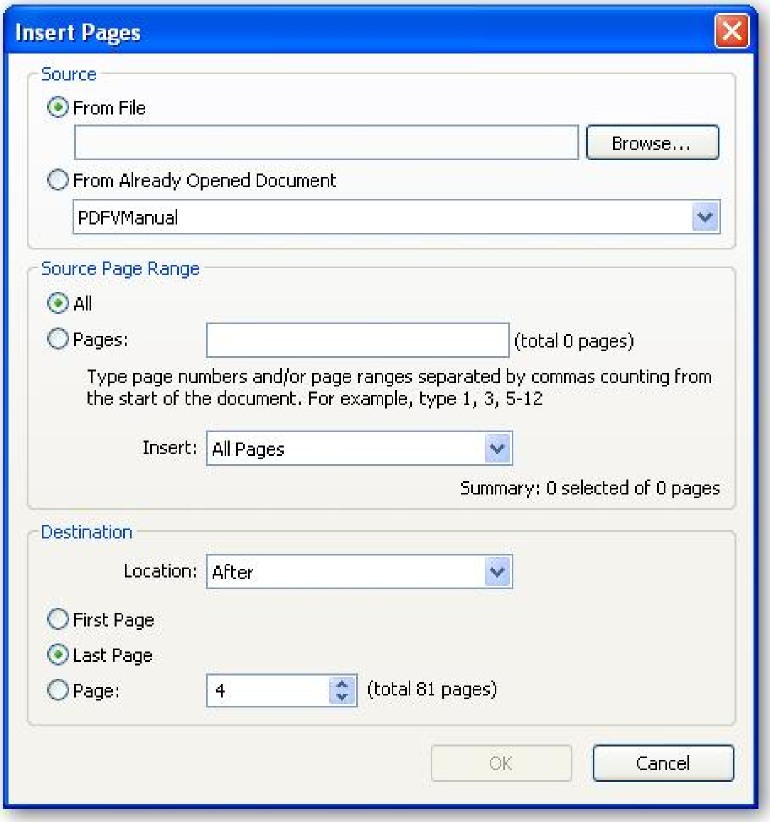


- **Insert Pages** allows you to insert pages from another PDF into the current document. **PRO function**.
- **Insert Empty Pages** allows you to add empty pages into the current document. **PRO function**.
- **Extract Pages** allows you to extract selected pages from the current PDF to one or more PDF files. **PRO function**.
- **Delete Pages** allows you to delete selected pages from the current PDF. **PRO function**.
- **Rotate Pages** allows you to rotate selected pages of the current PDF clockwise, counterclockwise, or inverted.
- **Crop Pages** allows you to crop the active document's pages. **PRO function**.
- **Signing** allows you to sign a PDF document to indicate your approval. **PRO function**.
- **Attach a file** allows you to attach PDFs and other types of files to a PDF document. **PRO function**.

Insert Pages

Insert Pages allows you to insert pages from another PDF into the current document.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.

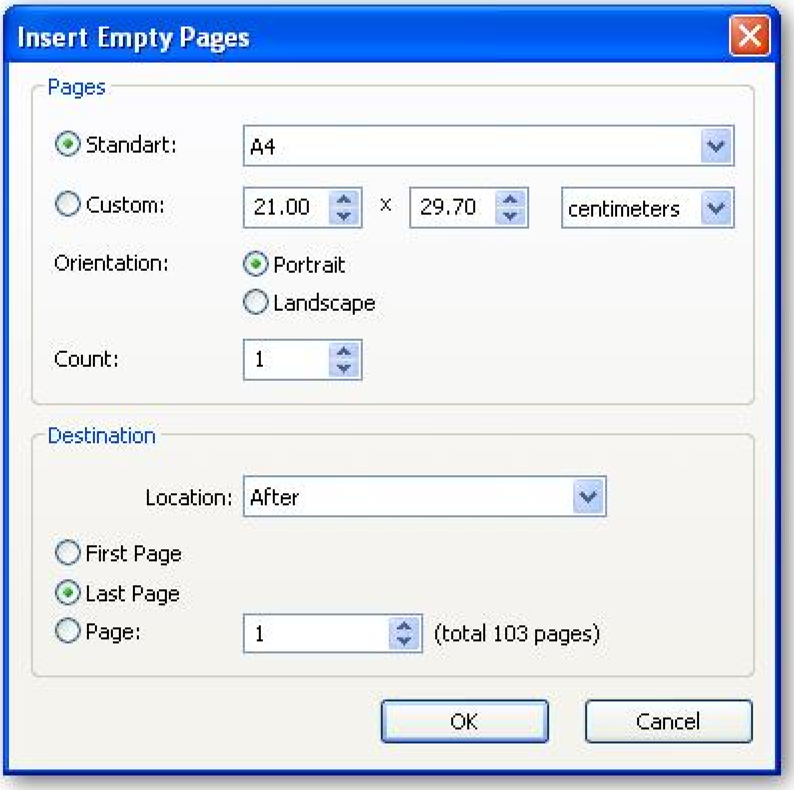


2) **Source**. Selects the source PDF for the pages to insert.
   a) **From File**. Selecting this option allows you to enter a file name.
      i) **File**. Field to enter fully-qualified path name of PDF file to select pages from.
      ii) **Browse...**. Opens a standard Open File dialog box to select a PDF file to select pages from.
   b) **From Already Opened Document**. Selecting this option allows you to select one of the other PDF files already open in the Viewer. The Drop list allows you to select one of the currently-open PDF files.
3) **Source Page Range**. Specifies the page(s) to be inserted. Possible choices are:
   a) **All**. All pages will be inserted.
   b) **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.
   c) **Insert**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:
      i) **All Pages**. All of the specified pages are inserted.
      ii) **Even Pages Only**. Within the specified Page Range(s) only even-numbered pages will be inserted: 2, 4, 6, etc.
      iii) **Odd Pages Only**. Within the specified Page Range(s) only odd-numbered pages will be inserted: 1, 3, 5, etc.
4) **Destination**. Specifies where in the current document to insert the selected pages.
   a) **Location**. Determines if the selected pages will be inserted **Before** or **After** the target page.
   b) **First Page**. Selects the first page as the target page.
   c) **Last Page**. Selects the last page as the target page.
   d) **Page**. Allows you to select a target page from a spin box of all possible pages.

Insert Empty Pages

Insert Empty Pages allows you to insert empty pages into the current document.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.

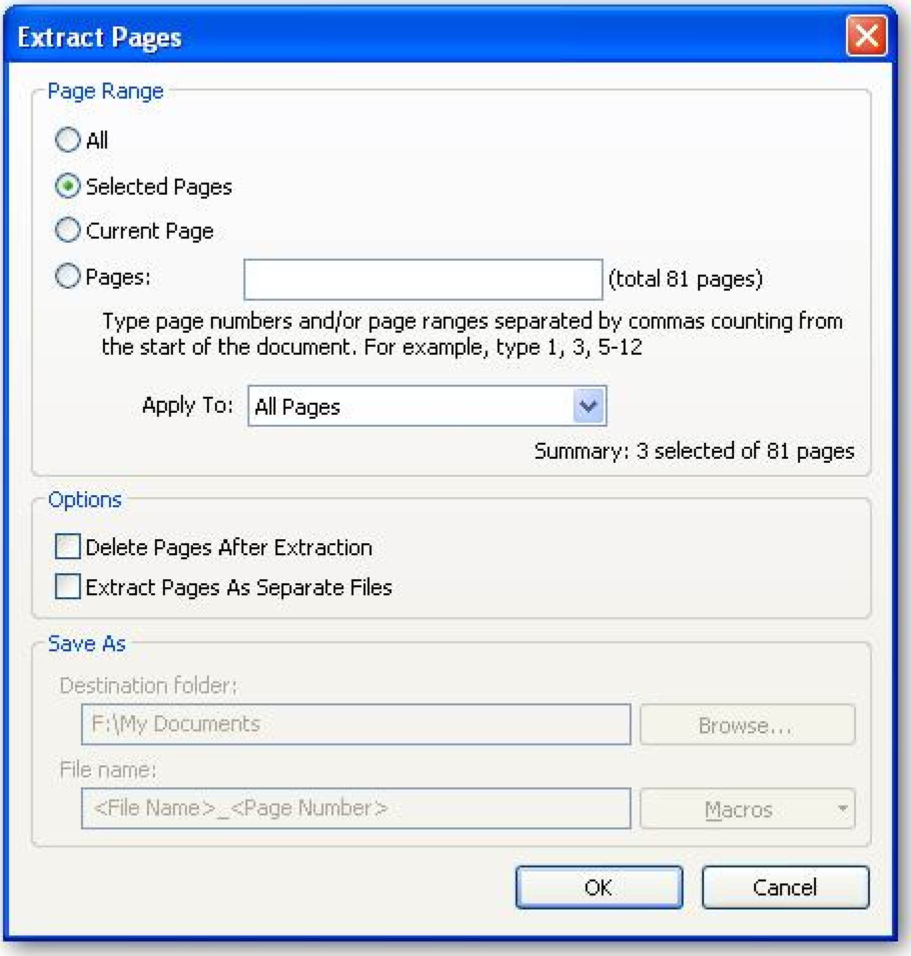


1) **Pages**. Specifies the description of the pages to insert.
   a) **Standard**. Selecting this option allows you to choose the standard size of the inserted page.
   b) **Custom**. Selecting this option allows you to specify the size of the inserted page.
   c) **Orientation**. Sets the orientation of the page.
      i) **Portrait**. The longer side of the page runs vertically.
      ii) **Landscape**. The longer side of the page runs horizontally.
   d) **Count**. Defines the number of empty pages to be inserted.
2) **Destination**. Specifies where in the current document to insert empty pages.
   a) **Location**. Determines if the empty pages will be inserted **Before** or **After** the target page.
   b) **First Page**. Selects the first page as the target page.
   c) **Last Page**. Selects the last page as the target page.
   d) **Page**. Allows you to select a target page from a spin box of all possible pages.

Extract Pages

Extract Pages allows you to extract selected pages from the current PDF to one or more PDF files.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.



2) **Page Range**.
   a) **All**. All pages will be extracted.
   b) **Selected Pages**. Only selected pages will be extracted.
   c) **Current Page**. Only the current page will be extracted.
   d) **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.
   e) **Apply To**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:
      i) **All Pages**. All of the specified pages will be extracted.
      ii) **Even Pages Only**. Within the specified Page Range(s) only even-numbered pages will be extracted: 2, 4, 6, etc.
      iii) **Odd Pages Only**. Within the specified Page Range(s) only odd-numbered pages will be extracted: 1, 3, 5, etc.
3) **Options**. Specifies handling of pages. None, either or both checkboxes may be selected.
   a) **Delete Pages After Extraction**. The selected pages will be deleted from the current document after they are extracted. **Use with care**.
   b) **Extract Pages As Separate Files**. Extracts each page into a separate file.
      i) When *checked*, the pages will be extracted to separate files named and located according to the **Save As** fields.

ii) When *unchecked*, the *pages will be extracted to a new tab in the Viewer. NO file is created at this time!* The new tab has an asterisk next to an assigned file name. To save the extracted pages, use the File | Save As menu option to assign a folder and file name to the extracted pages.

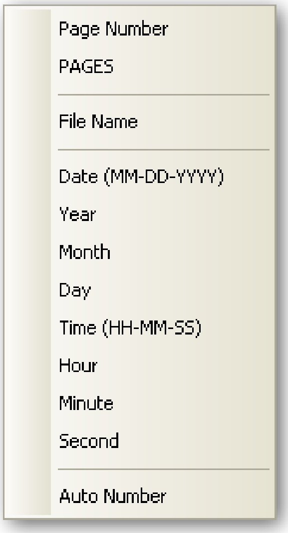
4) **Save As**. Specifies file name(s) to use for the extracted page(s).

a) **Destination folder**. Specifies the fully-qualified name of the folder to receive the new single-page PDF files.

b) **Browse...**. Opens a standard Save Folder Dialog. This dialog allows you to select an existing folder or create a new one as needed.

c) **File name**. Specifies a macro-based file name to use for the created file(s). The default value is <File Name>-<Page Number> which specifies that the files will use the name of the current document from which the pages are being extracted, and appends a dash followed by the page number of the page within the original document. This macro should always contain the <Page Number> macro for creating multiple unique files.

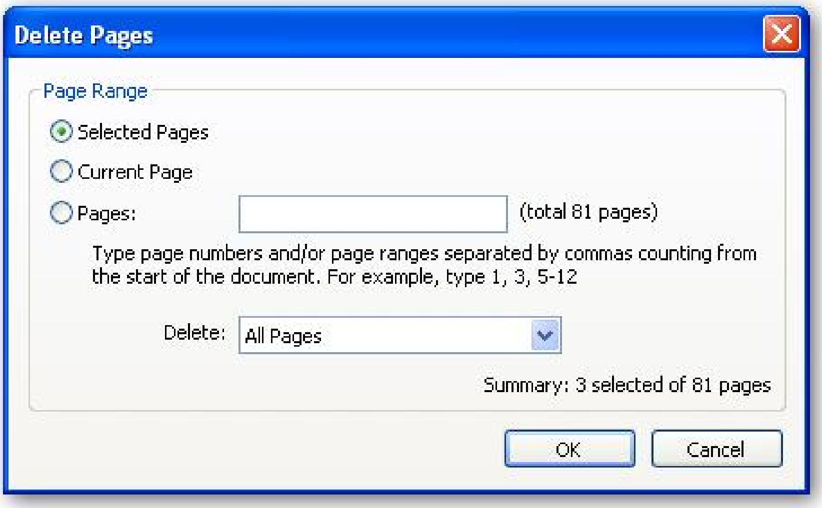
d) **Macros**. Clicking this button will open a menu of possible file naming macros to simplify building unique file names based on a number of criteria. The fields are self-explanatory.



Delete Pages

Delete Pages allows you to select pages to be deleted from the active PDF.

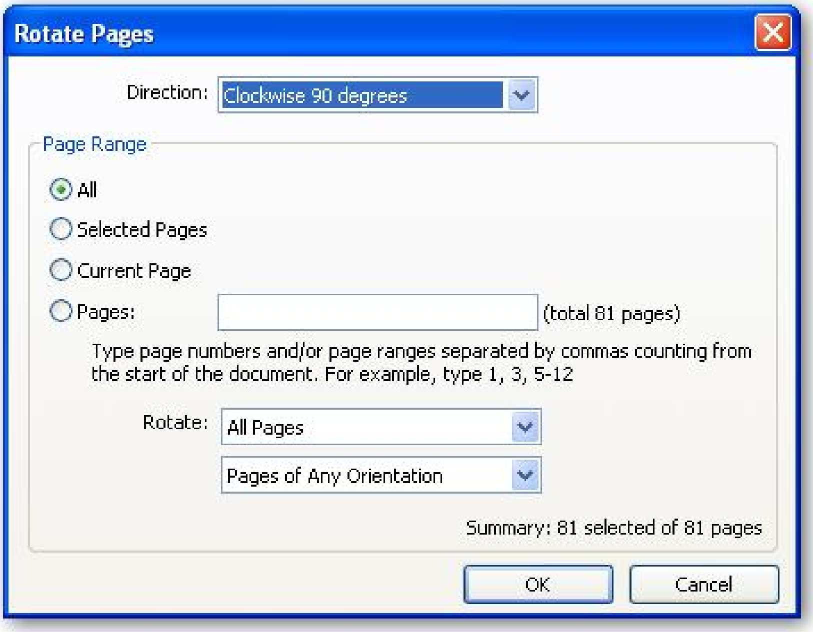
IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.



1) **Page Range**. There are three ways that page(s) may be selected for deletion:
   a) **Selected Pages.** If you select one or more pages in the Thumbnails display, this option will be available. Clicking **OK** will cause those selected pages to be removed.
   b) **Current Page**. Selecting this option will cause the current page of the active document to be deleted.
   c) **Pages**. This option allows you to enter Page Range(s). Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.
      i) **Delete**. When Pages is selected, this drop box becomes active. The valid values are:
         (1) **All Pages**. All pages in the specified range(s) will be removed.
         (2) **Even Pages Only**. Only EVEN numbered pages will be removed. If you specify a range of "1-5", only pages 2 and 4 will be removed.
         (3) **Odd Pages Only**. Only ODD numbered pages will be removed. If you specify a range of "1-5", only pages 1, 3, and 5 will be removed.
2) **OK**. Click **OK** to execute the specified page deletion operation.
3) **Cancel**. Click **Cancel** to cancel the deletion operation.

Rotate Pages

Rotate Pages allows you to rotate pages with more control than the simple toolbar controls.



1) **Direction**. Determines how to rotate the pages. There are three options:
   a) *Clockwise 90 degrees*.
   b) *Counterclockwise 90 degrees*.
   c) *180 degrees*.
2) **Page Range**. Allows you to select the page(s) for rotation.
   a) **All**. Rotates all pages in the currently displayed PDF document.
   b) **Selected Pages**. Rotates pages selected in the Thumbnail display in the currently displayed PDF document.
   c) **Current Page**. Rotates the current page of the currently displayed PDF document.
   d) **Pages**. This option allows you to enter Page Range(s). Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.

e) **Rotate**. Specifies what pages are to be rotated.

i) The first drop box selects pages based on odd or even numbering within the **Pages Range**.

(1) **All Pages**. All pages in the specified range(s) will be rotated.

(2) **Even Pages Only**. Only EVEN numbered pages will be rotated. If you specify a range of "1-5", only pages 2 and 4 will be rotated.

(3) **Odd Pages Only**. Only ODD numbered pages will be rotated. If you specify a range of "1-5", only pages 1, 3, and 5 will be rotated.

ii) The second drop box selects pages based on current orientation - *Portrait* or *Landscape* - within the **Pages Range**.

(1) **Pages of Any Orientation**. All pages will be rotated.

(2) **Portrait Pages**. Only pages with portrait orientation will be rotated.

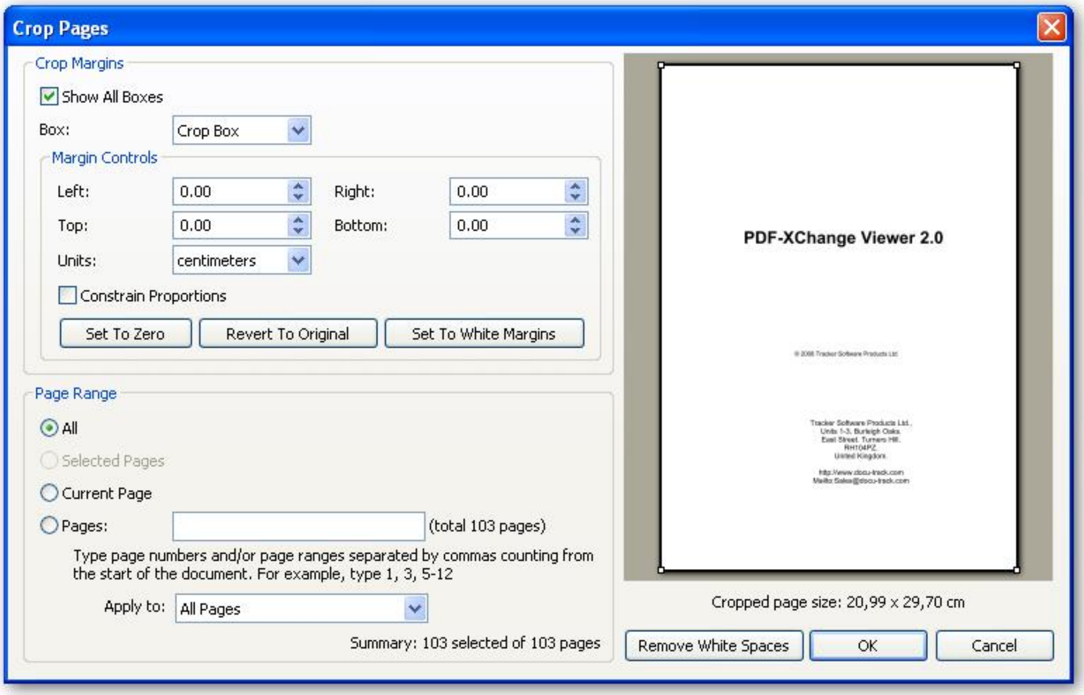
(3) **Landscape Pages**. Only pages with landscape orientation will be rotated.

Crop Pages

Crop Pages allows you to crop the active document's pages based on setting Margins for the individual boxes.

This is most often necessary if the PDF is being used to transmit information for printing or faxing and user control over the information display must be maintained.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.



1) **Crop Margins**.

a) **Show All Boxes**. Irrespective of the box selected by the **Box** drop box, all boxes are displayed as rectangles using their assigned colors:

BOX NAME	COLOR
Crop Box	**Black**
Bleed Box	**Blue**
Trim Box	**Green**
Art Box	**Red**

b) **Box**. Selects which box to display and adjust margins. Possible choices are:

   i) **Crop Box**. A rectangle, expressed in default user space units, defining the visible region of default user space. When the page is displayed or printed, its contents are to be clipped (cropped) to this rectangle and then imposed on the output medium in some implementation-defined manner.

   ii) **Bleed Box**. A rectangle, expressed in default user space units, defining the region to which the contents of the page should be clipped when output in a production environment. Default value: the value of **Crop Box**.

   iii) **Trim Box**. A rectangle, expressed in default user space units, defining the intended dimensions of the finished page after trimming. Default value: the value of **Crop Box**.

   iv) **Art Box**. A rectangle, expressed in default user space units, defining the extent of the page's meaningful content (including potential white space) as intended by the page's creator. Default value: the value of **Crop Box**.

For a further discussion, refer to *PDF Reference sixth edition, Adobe® Portable Document Format Version 1.7*, Section 10.10.1, "Page Boundaries".

c) **Margin Controls**. Margin controls adjust the size of the selected box by setting non-zero margins using the selected "user units." The adjustments are:

   i) **Left**. The left margin is moved to the right by the amount specified in **Units**.

   ii) **Right**. The right margin is moved to the left by the amount specified in **Units**.

   iii) **Top**. The top margin is moved down by the amount specified in **Units**.

   iv) **Bottom**. The bottom margin is moved up by the amount specified in **Units**.

   v) **Units**. The units of measure to use for the margin movements. Valid values are: *Centimeters*, *Inches*, *Millimeters*, *Picas*, and *Points*.

   vi) **Constrain Proportions**. When adjusting margin values, adjusting one margin will adjust all settings by an equal amount.

   vii) **Set To Zero**. When clicked, all margin settings are set to zero.

   viii) **Revert To Original**. When clicked, all margins settings are restored to their original values before adjustments were made.

   ix) **Set To White Margins**. When clicked, the margins will be set to bind the smallest area that includes all of the page information.

2) **Page Range**. This selects the page(s) to be cropped. Valid options are:

   a) **All**. All pages will be cropped.

   b) **Selected Pages**. Only selected pages will be cropped.

   c) **Current Page**. Only the current page will be cropped.

   d) **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.

   e) **Apply to**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

      i) **All pages**. All of the specified pages will be cropped.

      ii) **Even Pages Only**. Within the specified Page Range(s) only even-numbered pages will be cropped: 2, 4, 6, etc.

      iii) **Odd Pages Only**. Within the specified Page Range(s) only odd-numbered pages will be cropped: 1, 3, 5, etc.

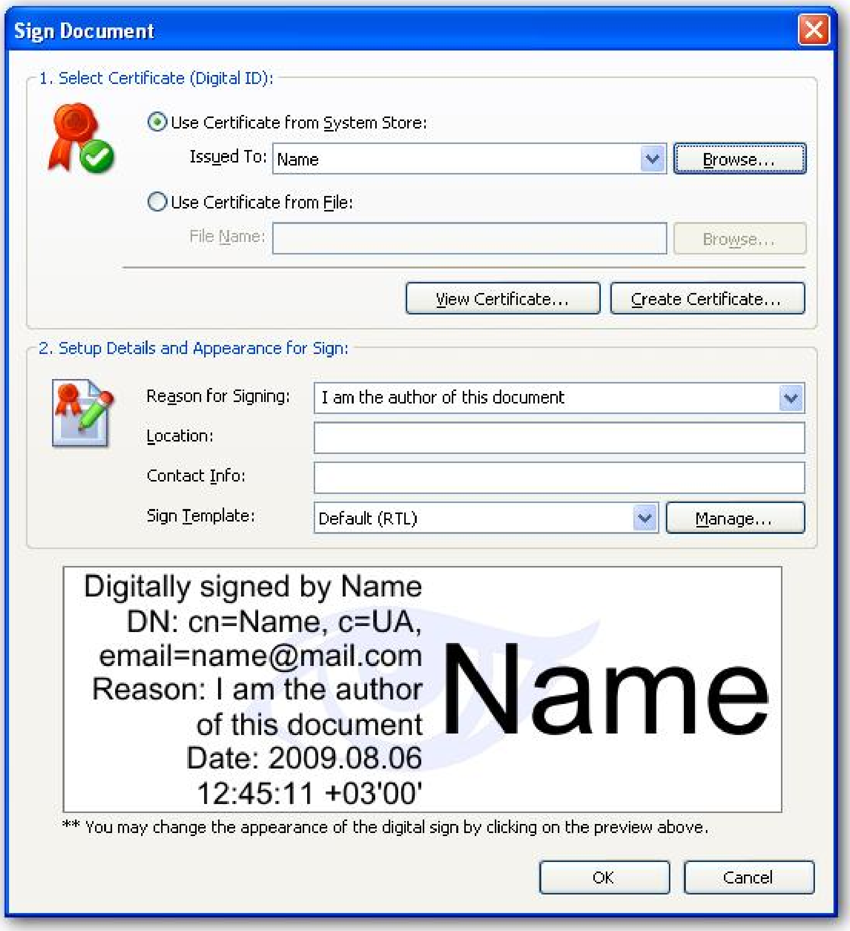
3) **Remove White Spaces**. Automatically sets the cropping margins so that the white spaces at the edges of the page are cropped.

Signing

A PDF document can be signed to indicate your approval. When you sign a document, your digital signature appears in the signature field. The appearance of the signature can be changed according to the selected options.



1) **Sign Document**. Allows you to choose the place where the Digital Signature will be put. When the place is chosen, the following dialog box appears.



a) **Select Certificate (Digital ID)**.

i) **Use Certificate from System Store**. Allows you to choose the digital ID from the system store.

ii) **Use Certificate from File**. Allows you to choose the digital ID from file.

iii) **View Certificate**. Allows you to see the details of the certificate.

iv) **Create Certificate**. Allows you to create a new certificate.

b) **Setup Details and Appearance for Sign**.

i) **Reason for Signing**. Allows you to choose a reason for signing the document.

ii) **Location**. Allows you to type your location information.

iii) **Contact Info**. Allows you to type your contact information.

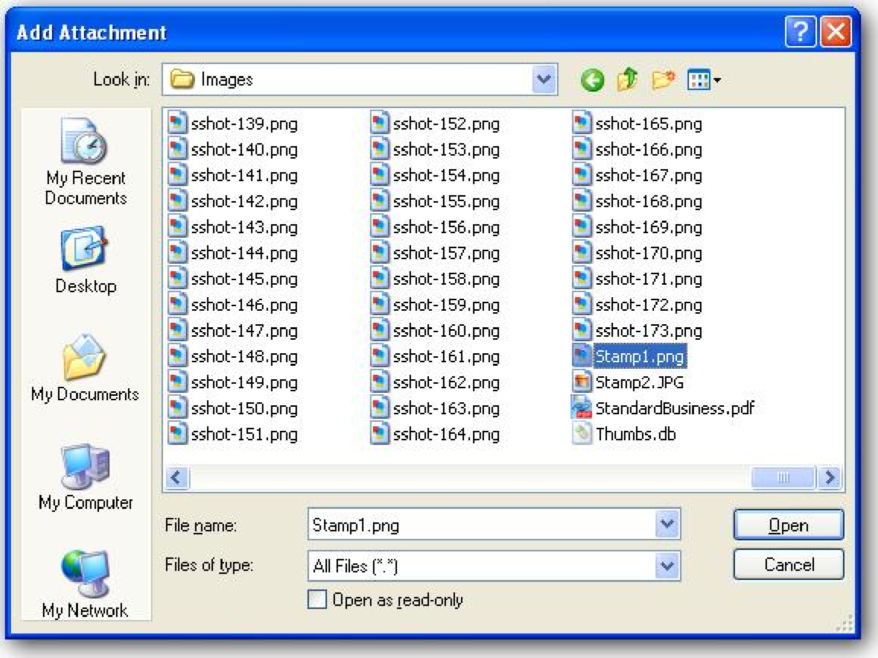
iv) **Sign Template**. Allows you to choose the sign template.

2) **Place Signature**. If you haven't specified a digital ID, you're prompted to find or create one.

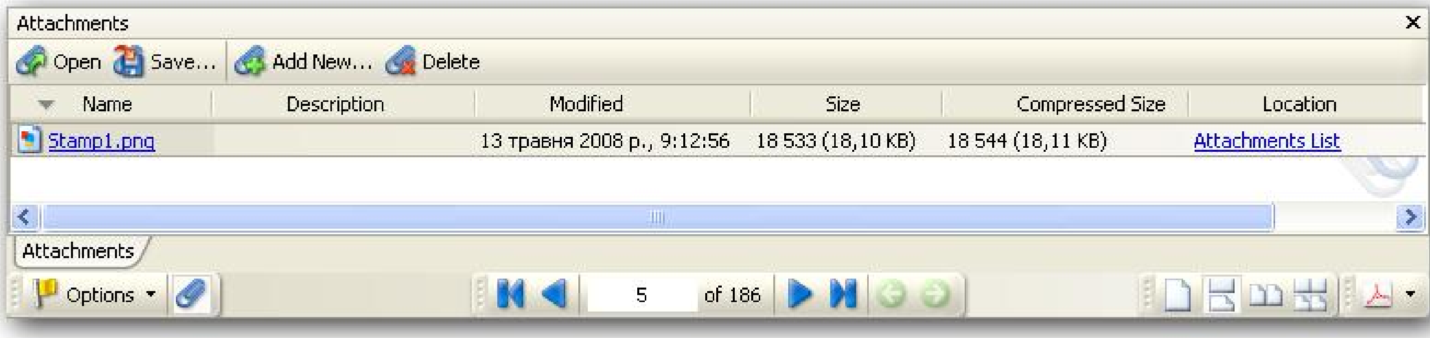
3) **Validate All Signatures**. Allows you to validate all digital signatures.

Attach a File…

Attach a File… opens the Add Attachment dialog which allows you to attach PDFs and other types of files to a PDF document.

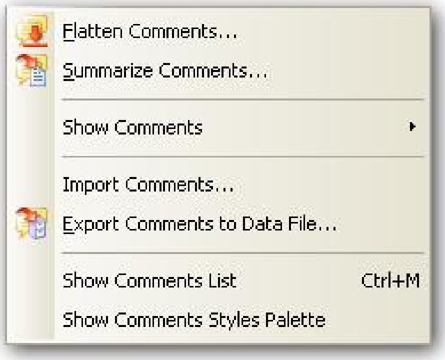


The **Attachments** pane has the **Attachments Editor Toolbar** that will allow you to open, save, add new or delete the existing files from the active document.



Comments

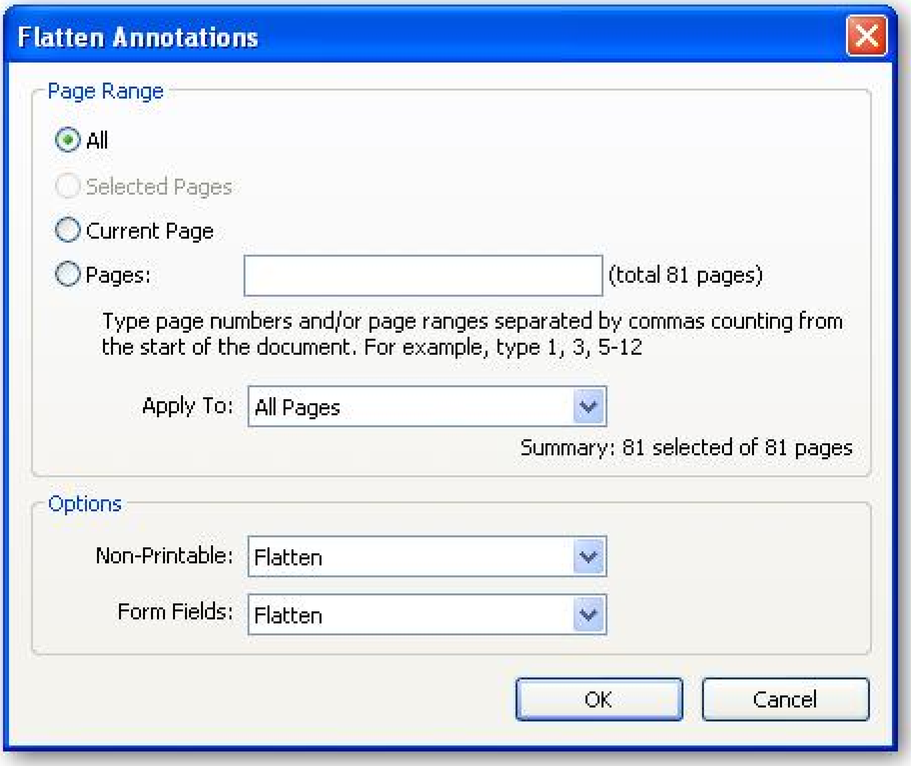
The **Comments** menu allows you to **Flatten, Summarize, Export Comments to Data File** and view **Comments List** or **Comments Styles Palette**.



Flatten Comments...

Flatten Comments... hides any content that is not visible when the flattening operation is executed and consolidates all layers.

IMPORTANT! This is a PRO feature, see **IMPORTANT! FREE vs. PRO version** **for more information.**

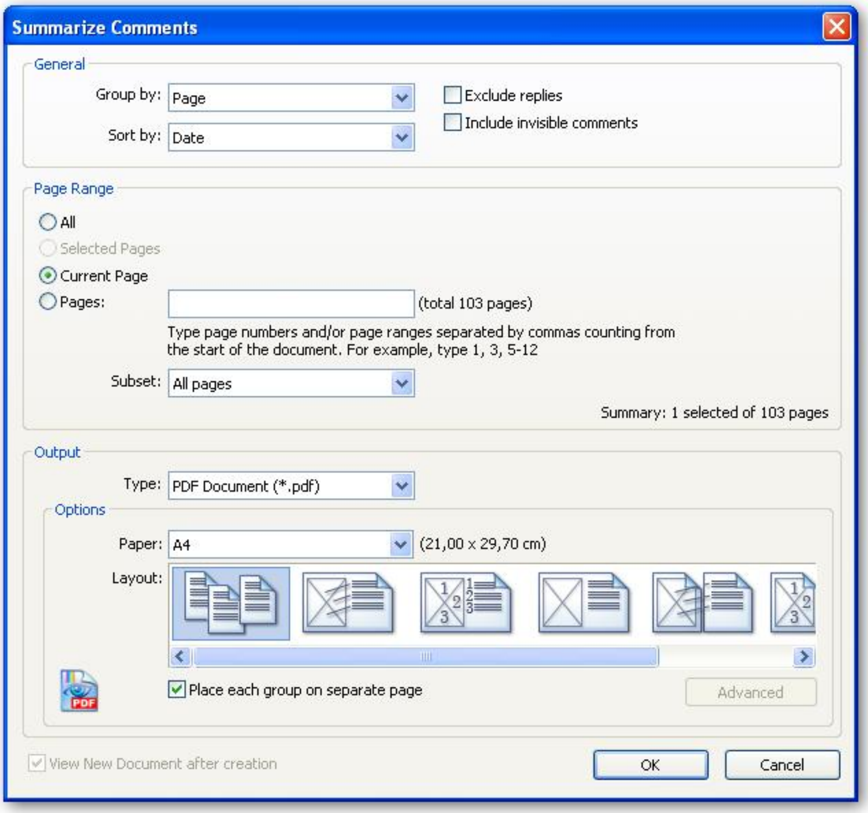


1) **Page Range**. Allows you to select the page(s) with the comments for flattening.
    a) **All**. All pages with the comments will be flattened.
    b) **Selected Pages**. Only selected pages will be flattened.
    c) **Current Page**. Only the current page with the comments will be flattened.
    d) **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.
    e) **Apply To**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:
        i) **All Pages**. All of the specified pages with the comments will be flattened.
        ii) **Even Pages Only**. Within the specified Page Range(s) only even-numbered pages will be flattened: 2, 4, 6, etc.
        iii) **Odd Pages Only**. Within the specified Page Range(s) only odd-numbered pages will be flattened: 1, 3, 5, etc.
2) **Options**. Valid options are:
    a) **Non-Printable**. Defines a certain action for non-printable comments.
        i) **Flatten**. Non-Printable comments will be flattened.
        ii) **Left As Is**. Non-Printable comments will be left as they are.
        iii) **Remove**. Non-Printable comments will be removed.
    b) **Form Fields**. Defines a certain action for form fields.
        i) **Flatten**. Form fields will be flattened.
        ii) **Left As Is**. Form fields will be left as they are.
        iii) **Remove**. Form fields will be removed.

Summarize Comments...

Summarize Comments... allows you to get a summary of all the comments associated with a PDF to view them as a new PDF Document, Rich Text Format, Plain Text or Web Page.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.



1) **General**. Allows you to set the general options for summarizing comments.
   a) **Group by**. Defines the parameters by which the comments can be grouped. Valid values are:
      i) **Page**. The comments are grouped by page.
      ii) **Type**. The comments are grouped by type.
      iii) **Author**. The comments are grouped by author.
      iv) **Date**. The comments are grouped by date.
      v) **Subject**. The comments are grouped by subject.
   b) **Sort by**. Defines the parameters by which the comments can be sorted within a group. Valid values are:
      i) **Page**. The comments are sorted by page.
      ii) **Type**. The comments are sorted by type.
      iii) **Author**. The comments are sorted by author.
      iv) **Date**. The comments are sorted by date.
      v) **Subject**. The comments are sorted by subject.
   c) **Exclude replies**. When specified, the replies to the comments are not included into the summary.
   d) **Include invisible comments**. When specified, the invisible comments are included into the summary.
2) **Page Range**. Allows you to select the page(s) with the comments to be summarized.
   a) **All**. All pages with the comments will be summarized.
   b) **Selected Pages**. Only selected pages with the comments will be summarized.
   c) **Current Page**. Only the current page with the comments will be summarized.

d) **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.

e) **Subset**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

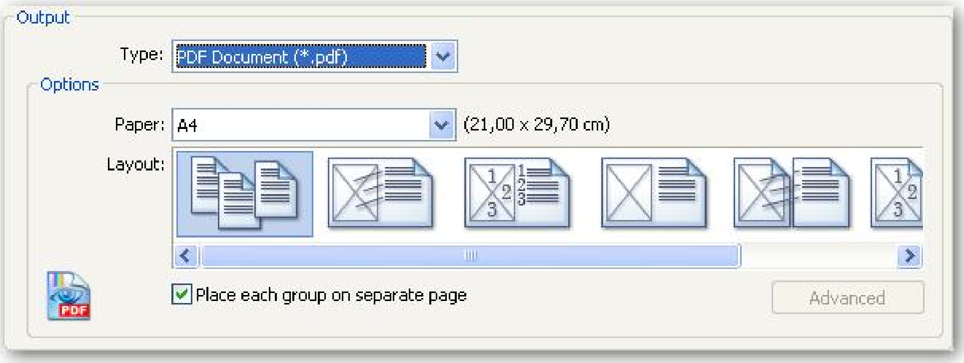
i) **All pages**. All of the specified pages with the comments will be summarized.

ii) **Odd pages**. Within the specified Page Range(s) only odd-numbered pages with the comments will be summarized: 1, 3, 5, etc.

iii) **Even pages**. Within the specified Page Range(s) only even-numbered pages with the comments will be summarized: 2, 4, 6, etc.

3) **Output**. Depending on the type of the comment summary output, the paper and layout options are changed correspondingly.

a) **Type**. PDF Document (*.pdf).



i) **Options**. Valid options are:

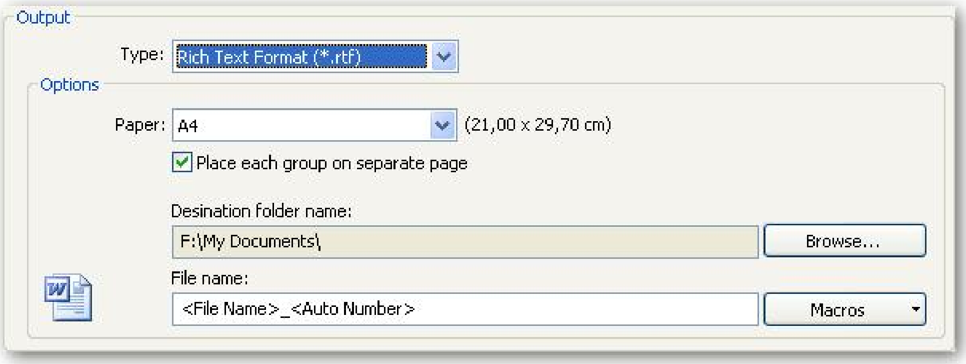
(1) **Paper**. Selecting this option allows you to choose the standard size of the page.

(2) **Layout**. Determines how pages are arranged in the PDF document pane.

(3) **Place each group on separate pages**. Allows you to place each group of summarized comments on separate pages.

(4) **Advanced**. **N.B. This function was not available at the time of writing of this documentation revision.**

b) **Type**. Rich Text Format (*.rtf).



ii) **Options**. Valid options are:

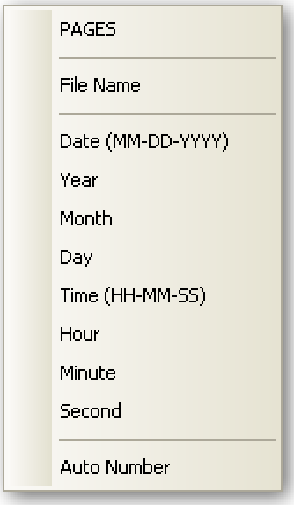
(1) **Paper**. Selecting this option allows you to choose the standard size of the page.

(2) **Place each group on separate pages**. Allows you to place each group of summarized comments on separate pages.

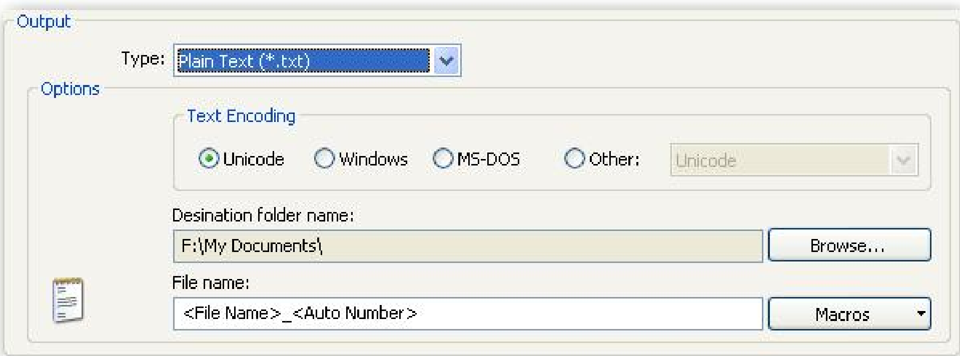
(3) **Destination Folder Name**. Selects the destination folder to receive the comments. Note that you may not simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder:



(4) **File Name**. Specifies the name of the export file. You may enter any valid file name you like. In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names. This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages:



c) **Type**. Plain Text (*.txt).



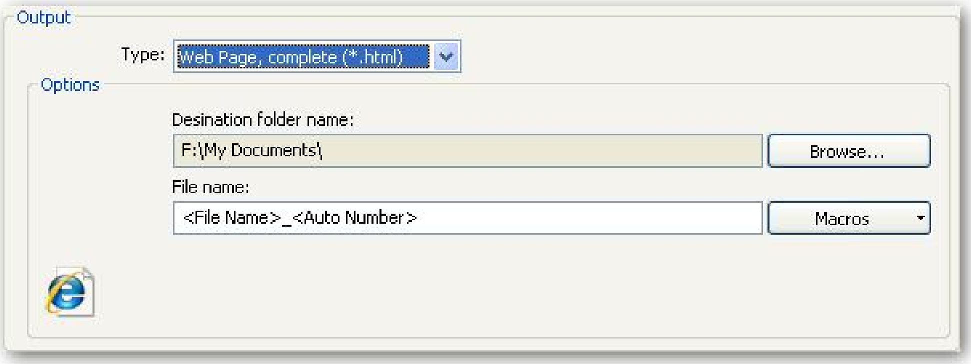
iii) **Options**. Valid options are:

(1) **Text Encoding**. Allows you to choose the appropriate text encoding.

(2) **Destination Folder Name**. Selects the destination folder to receive the comments. Note that you may not simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder.

(3) **File Name**. Specifies the name of the export file. You may enter any valid file name you like. In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names. This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages.

d) **Type**. Web Page, complete (*.html).



iv) **Options**. Valid options are:

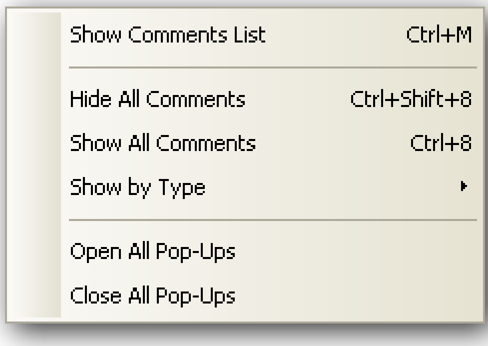
(1) **Destination Folder Name**. Selects the destination folder to receive the comments. Note that you may not simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder.

(2) **File Name**. Specifies the name of the export file. You may enter any valid file name you like. In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names. This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages.

4) **View New Document after Creation**. Allows you to view the document after summarizing comments.

Show Comments

Show Comments allows you to control the view options for the created comments.

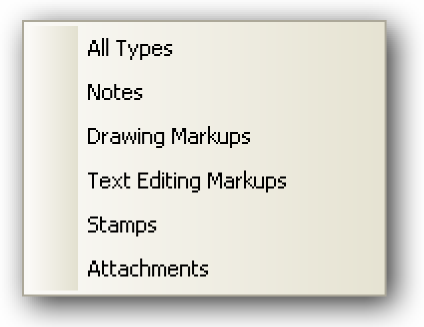


1) **Show Comments List**. Selecting this option opens a scrollable list of all comments above the PDF Display Area, in the "Other Panes" area. See Show Comments List.

2) **Hide All Comments**. All types of comments will be hidden.

3) **Show All Comments**. All types of comments will be displayed.

4) **Show by Type**. Allows you to choose what type of comments will be displayed.



5) **Open All Pop-Ups**. Opens all Pop-Up notes in the document.

6) **Close All Pop-Ups**. Closes all Pop-Up notes in the document.

Import Comments…

Comments can be imported from a PDF document. You can also import comments from a Form Data Format (FDF) file or an XFDF file, which is an XML-based FDF file.

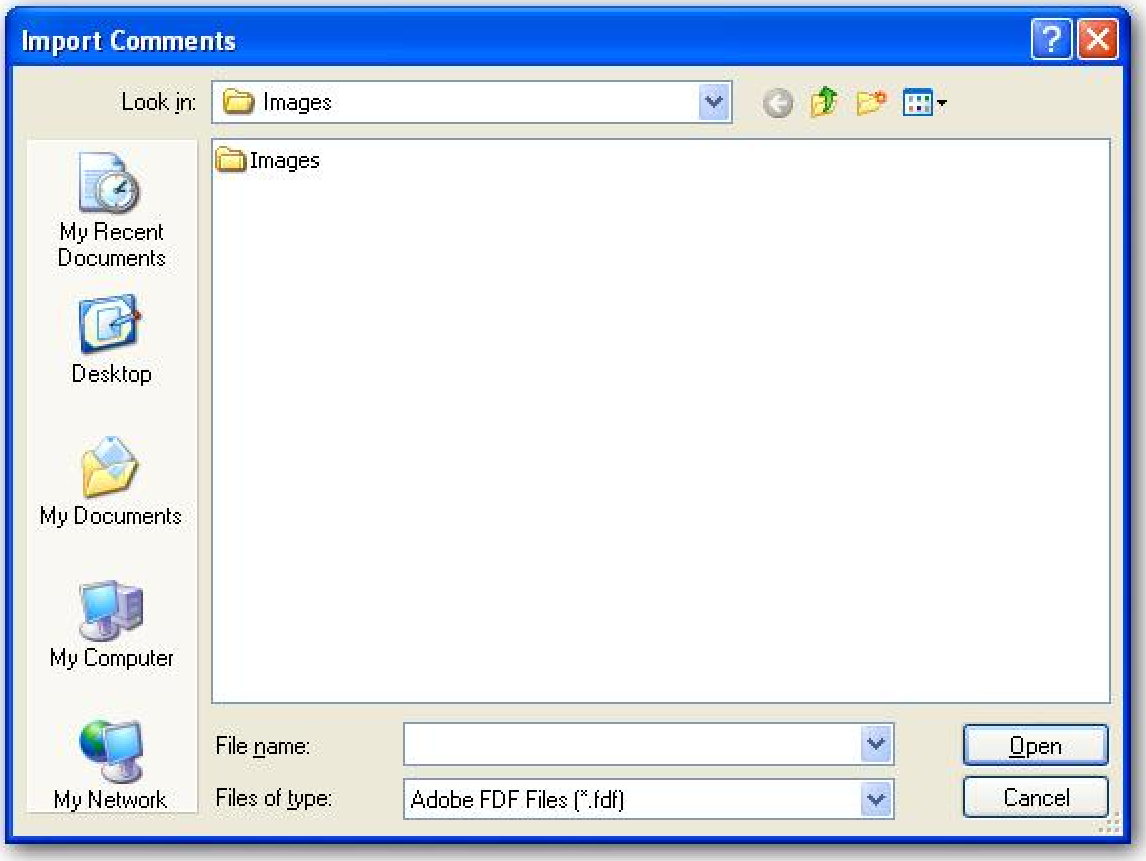
From **PDF Reference 1.7**:

8.6.6 Forms Data Format

> *Forms Data Format (FDF) is the file format used for interactive form data (PDF 1.2). FDF is used when submitting form data to a server, receiving the response, and incorporating it into the interactive form. It can also be used to export form data to stand-alone files that can be stored, transmitted electronically, and imported back into the corresponding PDF interactive form.*

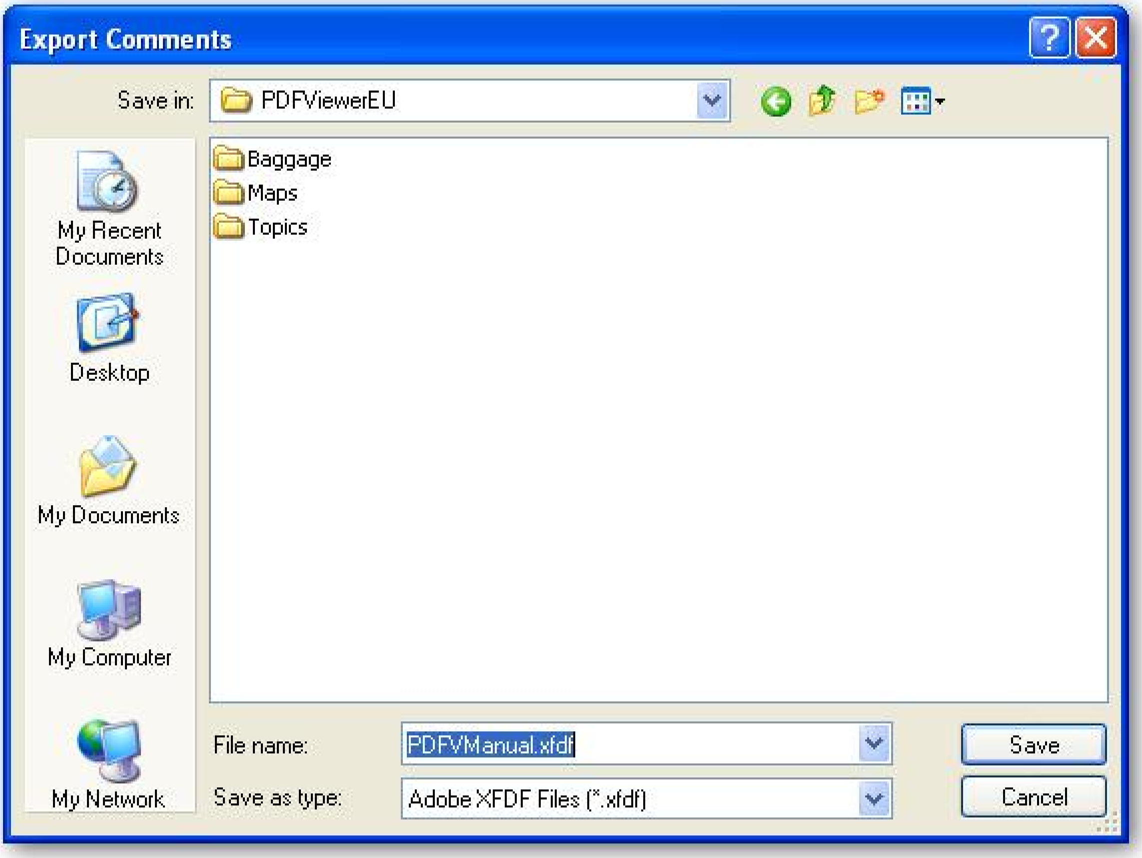
Please refer to **PDF Reference 1.7**, available as a free download from **http://www.adobe.com/**.

The comment positioning matches that of the file from which they were imported. If comments appear out of place, the source and recipient PDF documents are likely different. For example, if you import comments from a ten-page document to a two-page document, only comments from the first two pages appear.


Import Comments
Look in:
Images
Images
My Recent Documents
Desktop
My Documents
My Computer
My Network
File name:
Files of type:
Adobe FDF Files (*.fdf)
Open
Cancel

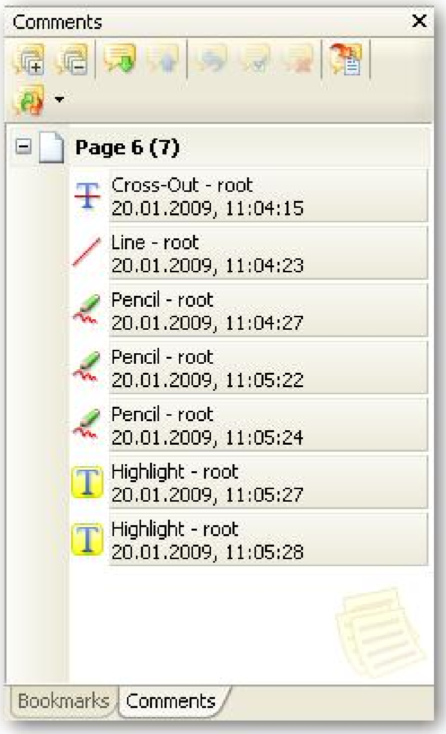
Export Comments to Data File...

Export Comments to Data File... allows you to export comments in order to publish or send them to someone.



Show Comments List

Show Comments List opens a scrollable list of all comments above the PDF Display Area, in the "Other Panes" area:



As you select different comments, the PDF Display will reposition to the correct place in the document.

The toolbar at the top allows you to do several things:

1)  Allow you to expand (+) or contract (-) any group in the list.

2)  Allow you to scroll up and down the list of comments.

3)  Allows you to generate a reply to the selected comment.

4)  Opens comment properties.

5)  Deletes the selected comment, or the selected comments Group.

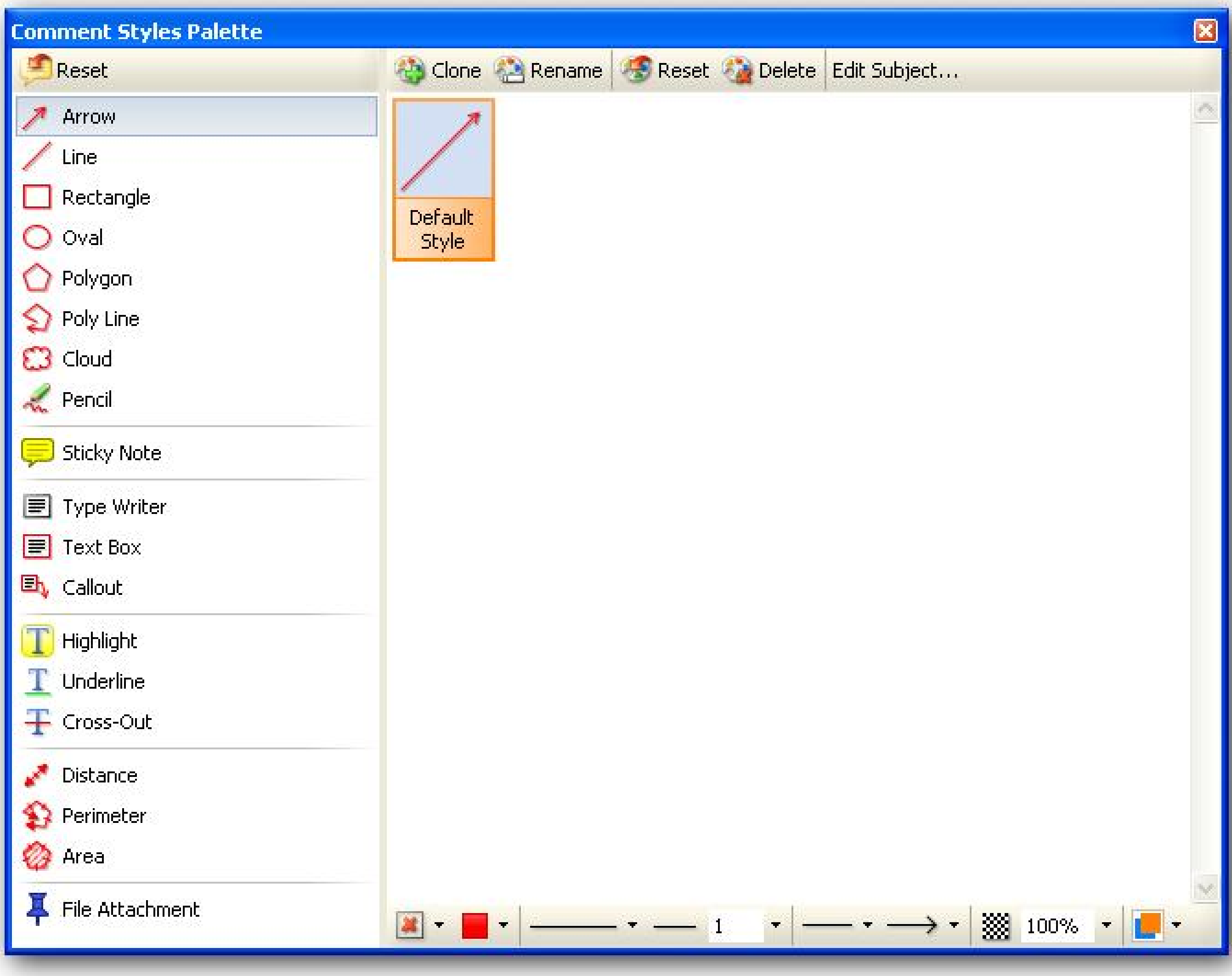
6)  Allows you to summarize comments.

7)  Allows you to group comments in the list by several different criteria:

   a) By Type.
   b) By Page.
   c) By Date.
   d) By Author.

Show Comments Styles Palette

Show Comments Styles Palette... opens the palette with the list of comments' styles.



The toolbar at the top allows you to do the following things:

1) **Reset**. Resets the selected comment. All custom styles except for the default ones will be removed.
2) **Clone**. Creates the style of the comment, identical to the selected one.
3) **Rename**. Allows you to rename the selected style.
4) **Reset**. Resets the style of the selected comment.
5) **Delete**. Deletes the selected comment style.

Tools

The **Tools** menu activates features to manipulate the PDF document display.



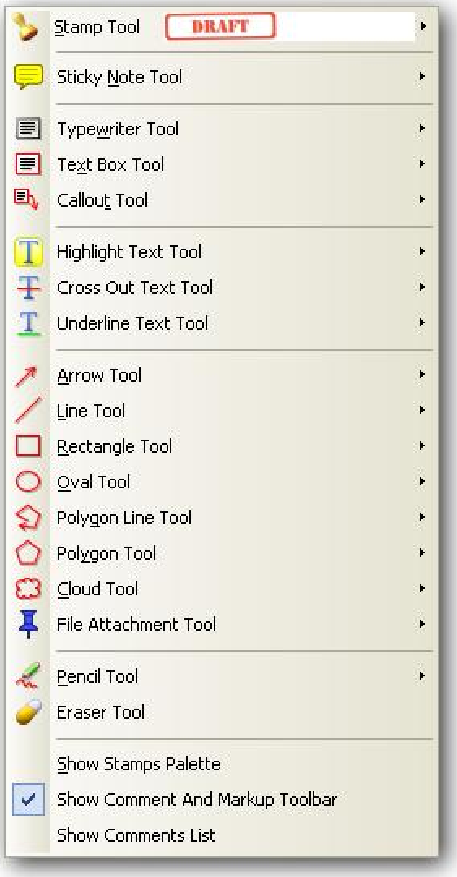
Selecting **Basic Tools** submenu allows selection of one of four options:



Selecting the **Zoom Tools** submenu allows selection of one of four options:



The **Comment & Markup** menu hosts the eight Markup tools, plus the **Stamps** submenu and the **Show Drawing Toolbar** option:



Selecting **Measuring Tools** submenu allows selection of one of four options:



Selecting **Link Tools** submenu allows selection of one of three options:



Basic Tools

Selecting **Basic Tools** submenu allows selection of one of four options:



See the subtopics for a description of each tool.

Hand Tool

Hand Tool activates the "Hand Tool" and changes the cursor to a hand.

Hand Tool mode permits you to "grab" the PDF page and move it within the pane by clicking and dragging the page you can also select another page as it comes into view as you scroll through a file and reselect an alternate page and effectively scroll through the entire file in this way by changing the 'grabbed' page area or indeed the page selected.

Snapshot Tool

Snapshot Tool (Camera Icon) permits copying a rectangular area of a PDF page or the entire *visible* page area to the clipboard as a Bitmap, which can be pasted into a bitmap editor such as Microsoft® Paint® or indeed any other Windows application that allows the copy/pasting of content from the Windows clipboard.

When selected, the cursor is changed to a **Camera** icon. Clicking on a page will copy the entire page, or you may click-and-drag to outline a rectangular area of the page. When you release the left mouse button, the outlined area will be copied to the clipboard as a bitmap. Clicking on the **Hand** or **Select** tools will clear the selection.

Select Tool

The **Select Tool** allows you to select text on the screen for editing using the **Edit** menu items.

N.B. Only Copy Edit menu function was available at the time of writing of this documentation revision.

Zoom Tools

Selecting the **Zoom Tools** submenu allows selection of one of four options:



See the subtopics for a description of each tool.

Zoom In

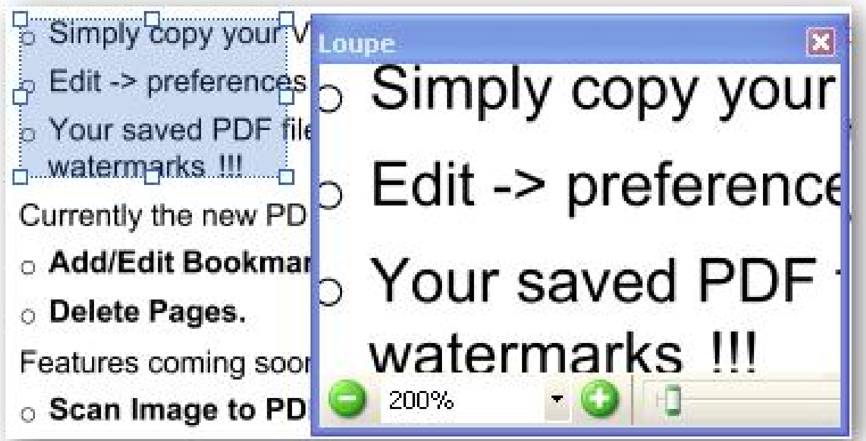
Zoom In increases the Zoom percentage, enlarging the PDF page within the pane.

Zoom Out

Zoom Out decreases the Zoom percentage, shrinking the PDF page within the pane.

Loupe Tool

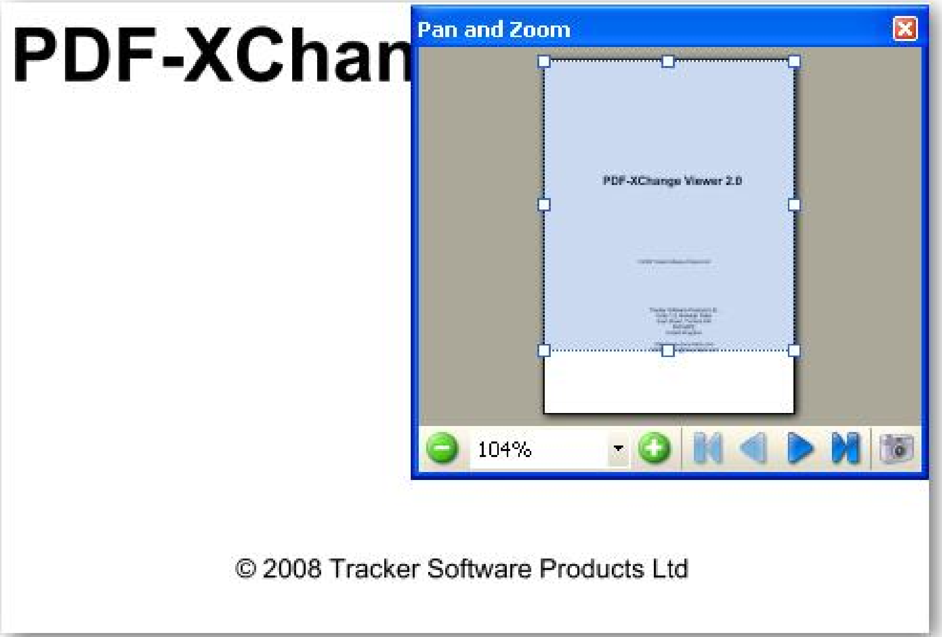
The **Loupe Tool** opens a special dialog window that is linked to a scrollable, resizable rectangular are that acts as a cursor and permits the selection of a portion of the PDF page/file.
The selected area can be resized and its contents view size zoomed larger or smaller to suit. Further - like the main 'snapshot' tool - the defined Loupe content area can also be copied to the clip board and used as required.



The toolbar at the bottom of the page allows you to change the zoom percentage, and clicking the Snap shot (camera) icon in the lower right corner of the Loupe screen copies the displayed area to the clipboard as a bitmap.

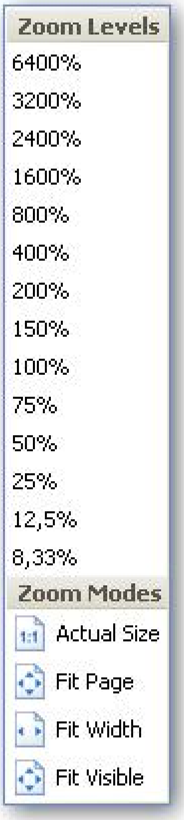
Pan & Zoom Window

When this is selected, the **Pan & Zoom** Window appears:



The Pan & Zoom window shows a representation of the current page(s) with a Blue rectangle that shows the area being displayed in the main window in a reduced form. You may use the **Hand** control to move the blue rectangle and the main display window will automatically follow that movement.

1) The control bar at the bottom of the window shows the current display area's zoom factor. The green + and - buttons may be used to change the zoom factor, or you may click the down arrow to open a list of standard zoom factors:



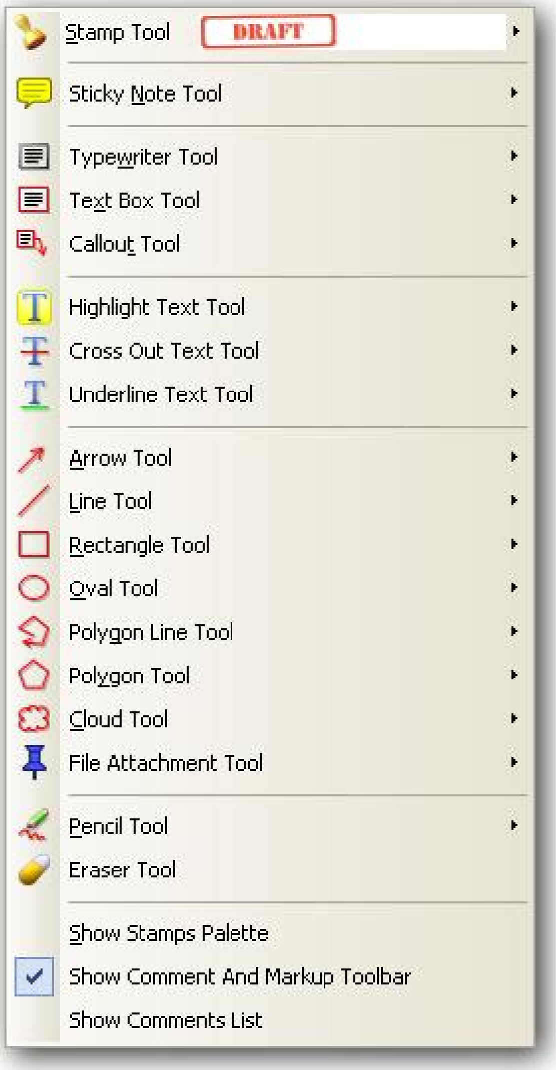
2) The blue buttons navigate to the various pages of the currently displayed PDF document.

3) The Camera button allows you to make a snapshot of the highlighted area of the page.

Comment & Markup Tools

The **Comment & Markup** menu hosts:

1) the **Stamps** submenu.
2) the **Sticky Note** tool.
3) the three **Notation** tools.
4) the three **Text Highlighting** tools.
5) the ten **Markup** tools.
6) the **Show Stamps Palette** option.
7) the **Show Comment And Markup Toolbar** option.
8) the **Show Comments List** option.



Note that it is entirely possible to add Stamps, Sticky Notes, and Markups to a document, save them, and then remove them at a later time!

Important! Please read!

All of the **Comment & Markup Tools** have one thing in common: they each support TWO different Properties screens; one for the "contents" and a common one for the "container".

1) If you right-click on a container, you will get the common container pop-up menu:

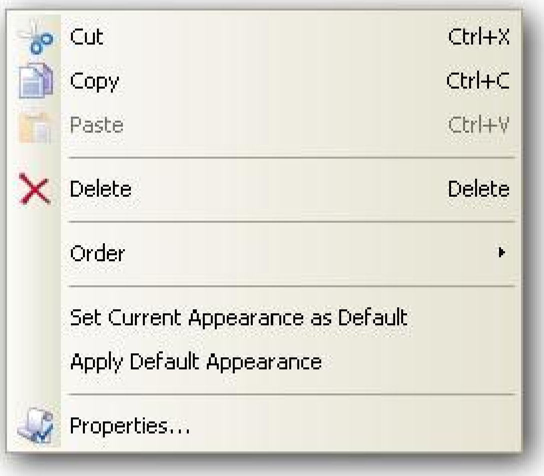


See **Container Properties** for additional information on this common menu and its items.

2) To access the **Contents Properties** pop-up, you must first *double-click* on the contents **inside** the container. Each tool has its own contents properties, and will be discussed with the tool.

3) Some **Comment & Markup Tools** also support *Property Toolbars* for both the container and contents. See the individual tools for examples of these.

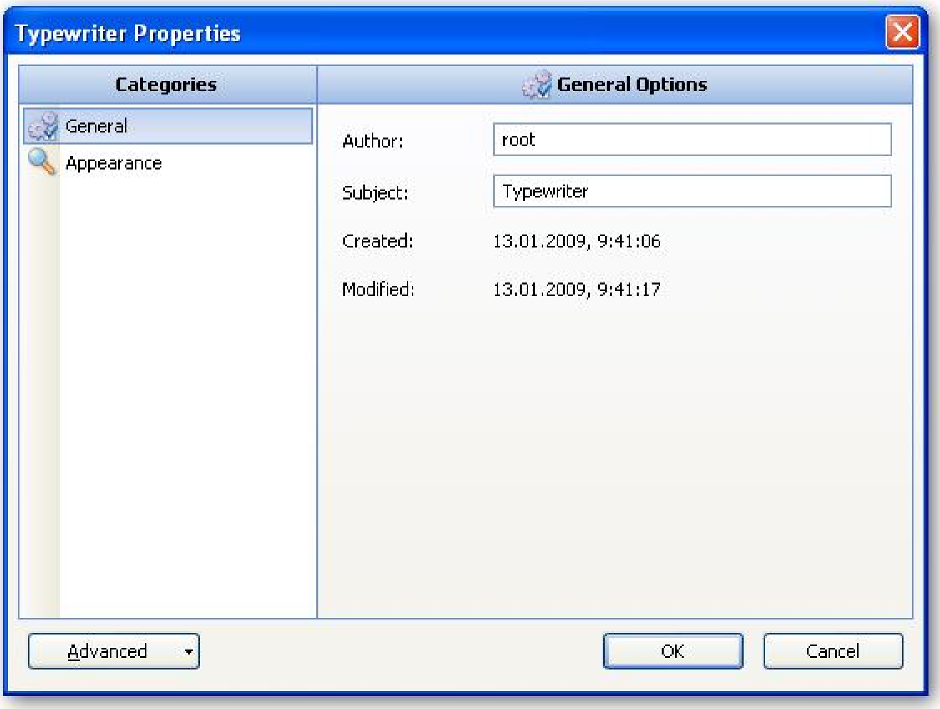
Container Properties



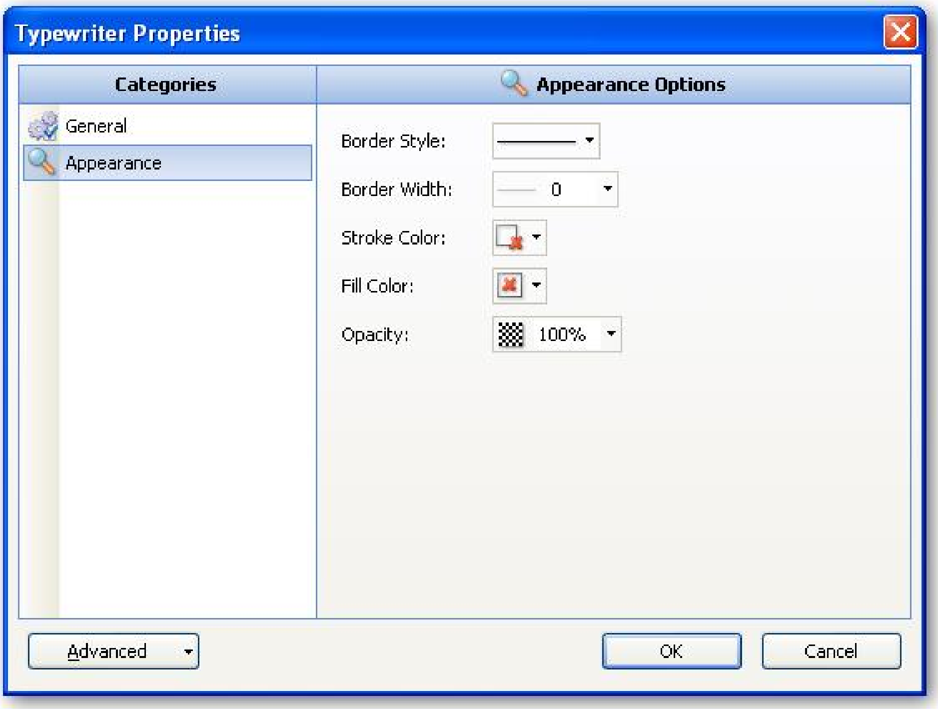
The **Container Properties** menu allows you to:

- **Cut**. Cuts the selected container.
- **Copy**. Copies the selected container.
- **Paste**. Pastes the copied container.
- **Delete**. Deletes the annotation's container (and contents).
- **Order**. Allows you to set the order of the containers.
- **Set Current Appearance as Default**. Set the current appearance as the default one for all future containers of this type.
- **Apply Default Appearance**. Allows you to change the appearance of the markup for the one, saved as default.
- **Properties...** If you select the **Properties...** item, the following screen appears:

1) The **General** tab allows you to enter additional information about the notation.



2) The **Appearance** tab allows you to adjust the container's visual appearance.

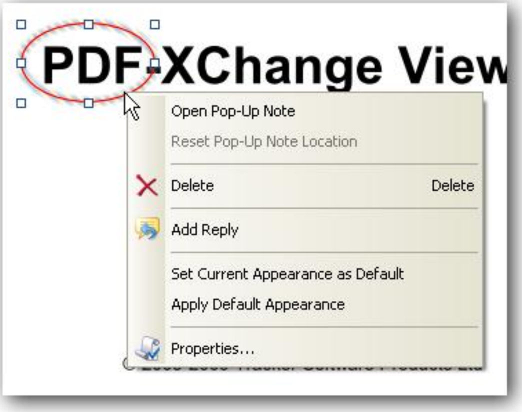


3) The **Advanced** button allows you to either set the current container's Appearance properties to the default values, or to set the default values for future containers of this markup.

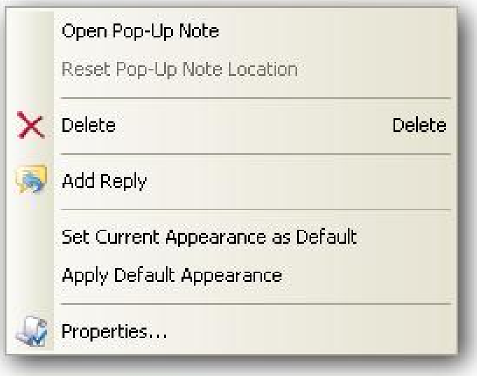
Comment & Markup Example

This is an example of creating a **Comment** or **Markup** using the **Annotation** feature by adding a pop-up to an **Oval** markup. The steps apply to ALL comment and markup tools.

1) Select the **Oval Tool** from the toolbar or menu. This displays a thin crosshair cursor.
2) Position the cursor at the upper left corner of the area you want to mark, and then left-click and drag the cursor to the lower right position.
3) When you release the mouse button a "bounding rectangle" will appear. If you move the cursor to the corners or edges of the rectangle, the cursor will change to standard resizing arrow, enabling you to adjust the boundaries of the oval to more closely match the area of interest. If you move the cursor inside the rectangle then it will change to a four-way arrow cursor, allowing you to click-and-drag the entire oval to a new location without changing its size. The blue rectangle will disappear when the document is saved.

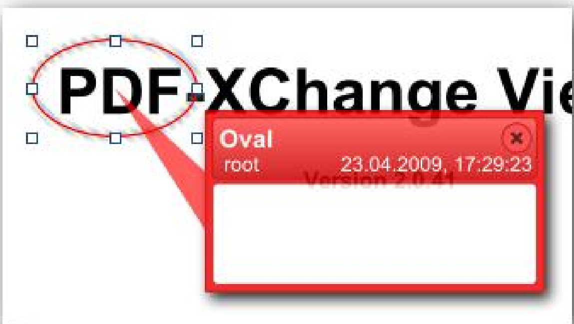


4) If you press Ctrl-E a floating Markup Toolbar appears. See **Show Comments And Markup Toolbar** for more information.
5) In addition, if you right-click with the four-way arrow cursor visible, the following pop-up menu becomes visible.



The menu items are:

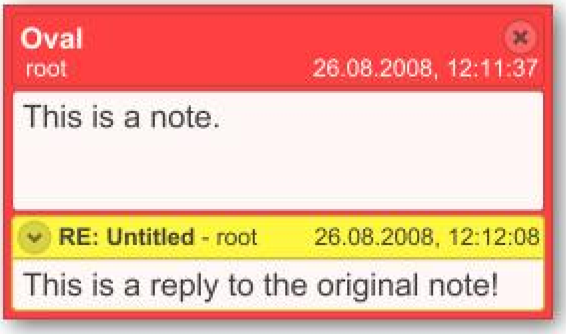
a) **Open Pop-Up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.



b) **Reset Pop-Up Note Location**. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

c) **Delete**. Deletes the Markup and note.

d) **Add Reply**. Adds a reply area to the Note.

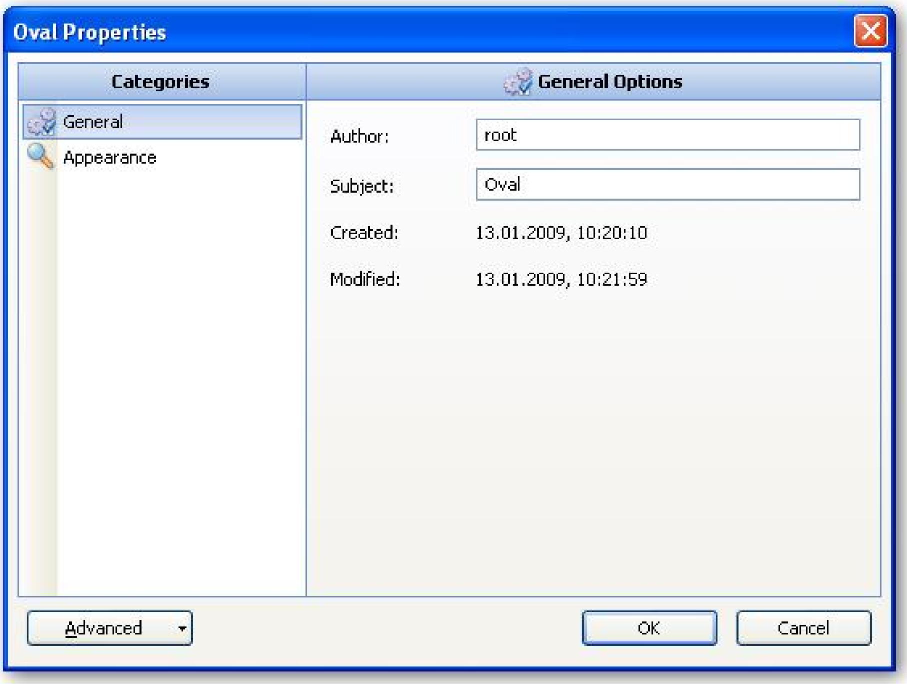


e) **Set Current Appearance as Default**. Sets the current appearance of the markup as the default one for new markups of the same type.

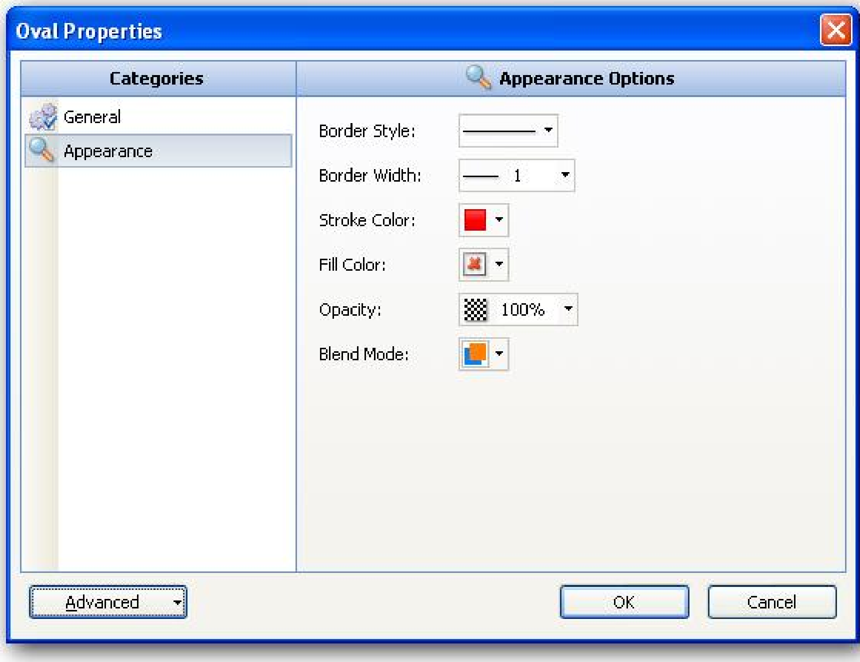
f) **Apply Default Appearance**. Allows you to change the appearance of the markup to the one, saved as default.

g) **Properties...**. Opens a window that allows you to change the properties of the markup shape and note. There are two tabs on this dialog:

i) **General**. This tab allows you to change the heading fields of the markup.



ii) **Appearance.** This tab allows you to change the markup area to something more useful.



(1) **Border Style**. Allows you to select the style of the border.

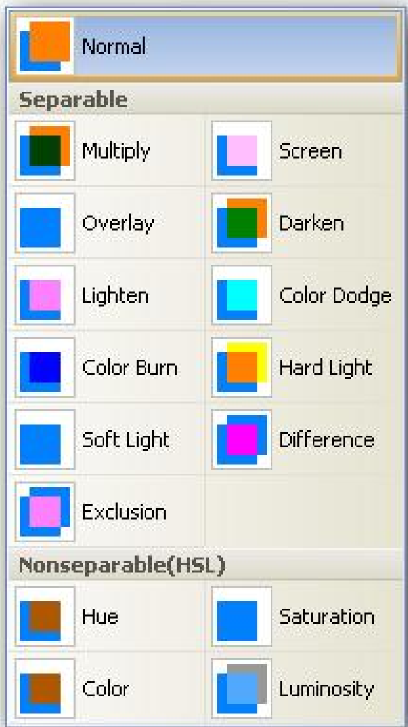
(2) **Border Width**. Allows you to select the width of the border.

(3) **Stroke Color**. Allows you to select the stroke color.

(4) **Fill Color**. Allows you to select the fill color.

(5) **Opacity**. Allows you to select the opacity percentage.

(6) **Blend Mode**. There is a standard set of blend modes. Separable blend modes are the following: Normal, Multiply, Screen, Overlay, Darken, Lighten, Color Dodge, Color Burn, Hard Light, Soft Light, Difference and Exclusion. Nonseparable blend modes are Hue, Saturation, Color, Luminosity.



For more information, please, refer to **PDF Reference 1.7**, available as a free download from http://www.adobe.com/.

iv) The **Advanced** button opens the following menu.



(1) **Preview**. Allows you to view the change of the markup's appearance before you commit to its current properties.

(2) **Locked**. Allows you to block the ability of changing the properties of the markup.

(3) **Set Current Appearance as Default**. Sets the current appearance of the markup as the default one for new markups of the same type.

(4) **Apply Default Appearance**. Allows you to change the appearance of the markup for the one, saved as default.

Stamps

The **Stamps** submenu allows you to apply standard or dynamic stamps to the currently displayed PDF document page.

Dynamic stamps obtain information from your system and from the Identity tab of the Preferences dialog box, allowing you to indicate name, date, and time information on the stamp.

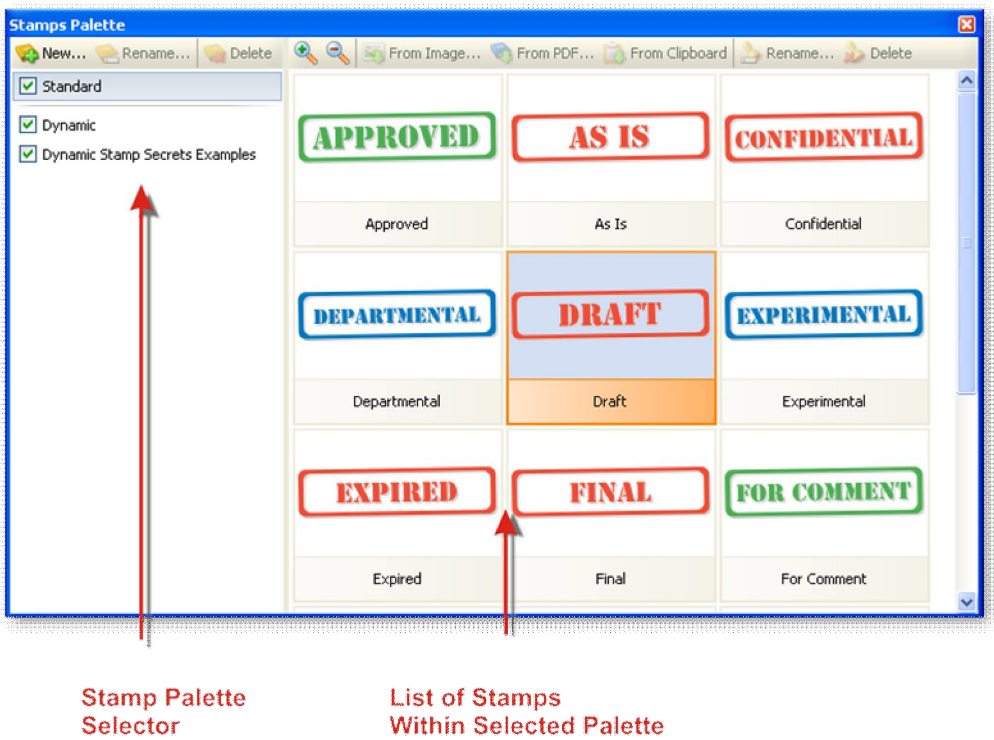
You may select the stamp type in one of two ways:

1) By mousing over the **Stamp Tool** menu item. This opens the following submenu of stamp types:



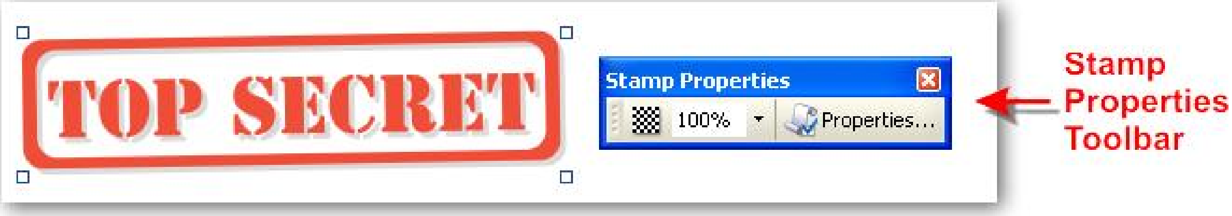
Simply select the stamp type you want to use, which will set the cursor to a "stamp" cursor.

2) By selecting the **Show Stamps Palette** option near the bottom of the menu a selection list of available stamps organized by Palette type will be opened:



Simply click on the desired stamp type you want to use, which will set the cursor to a "stamp" cursor.

4) After selecting the stamp type, position the cursor at the upper left corner of the position where you want to place the stamp, and click:



5) After placing, you may click-and-drag the stamp to a better position. You may also resize the stamp by click-and-dragging any of the 4 small boxes at the corners of the stamp.

Adding New Stamps

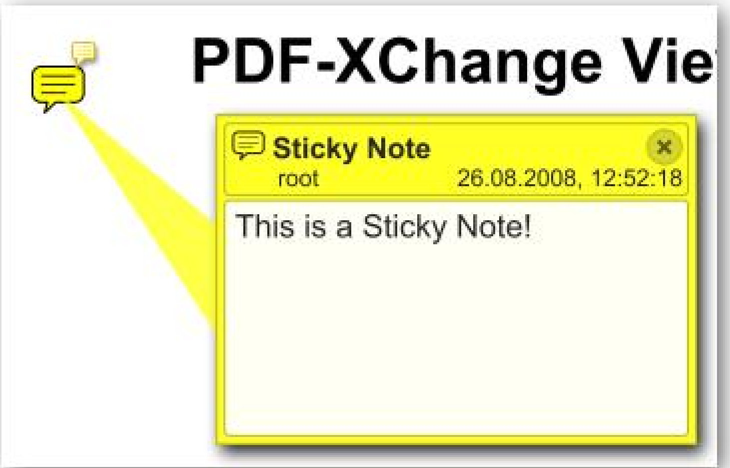
It is also possible to import Images in various formats to create your own Stamps, for example you could scan your signature into a file to allow you to then 'Stamp' a document with your physical signature - however - should you do this - we strongly recommend you use the 'Flatten Comments' option to ensure your signature is not easily interfered with in the final PDF once distributed.

N.B. See Comment & Markup Example for additional information on manipulating the Stamp properties.

Sticky Note Tool

The **Sticky Note Tool** adds a Sticky Note wherever you need one for commenting.

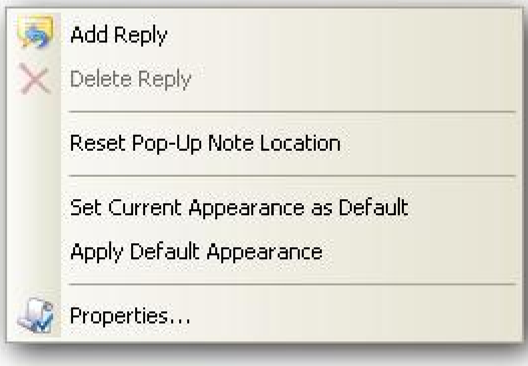
Simply select the tool and a "sticky note cursor" appears. Place the cursor where you want the note and click it and a pop-up note appears:



1) You may move the note by clicking on the frame and dragging the note where you like.
2) You may edit the pop-up note by clicking inside the light colored area and typing whatever text you like.
3) You may click **Ctrl-E** to display the Sticky Note toolbar:



4) You may also change the properties of the note by right-clicking inside the frame (yellow area in the example) and the following menu appears:



a) **Add Reply**. Opens a reply area under the main text area of the note so others can add additional text or comments.

b) **Delete Reply**. Deletes the reply if there is one.

c) **Reset Pop-Up Note Location**. Allows you to move the pop-up note if necessary.

d) **Set Current Appearance as Default**. Sets the current appearance of the **Sticky Note** as the default one for new markups of the same type.

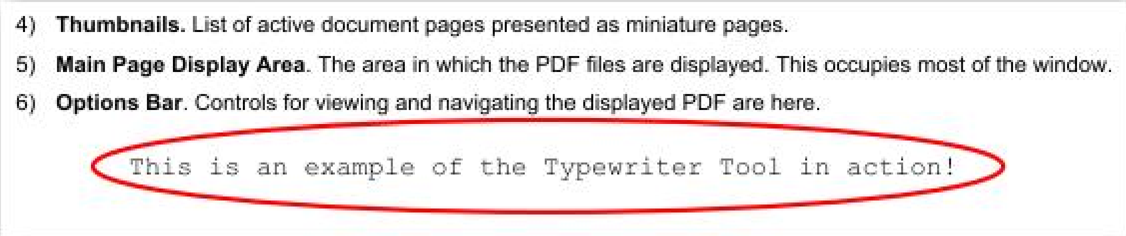
e) **Apply Default Appearance.** Allows you to change the appearance of the markup for the one, saved as default.

f) **Properties...**. Opens the Properties dialog for the Sticky Note. See **Comment & Markup Example** for additional information on manipulating the Sticky Note properties.

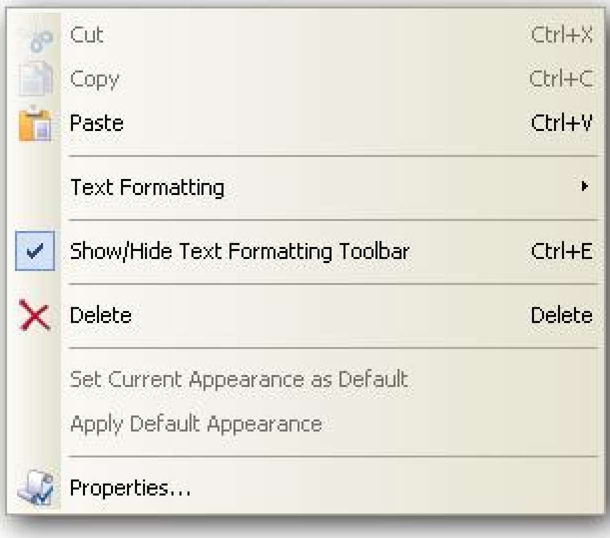
Notation Tools

Typewriter Tool

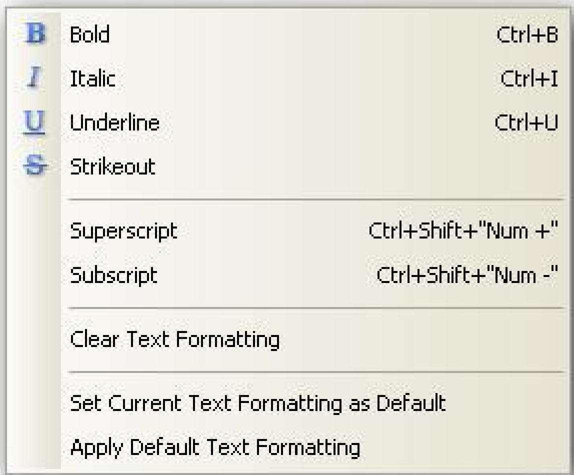
The **Typewriter Tool** allows you to enter text comments into a PDF page:



1) Click the **Typewriter Tool** button and then click the starting position for the text entry. Then just type.
2) Press **Enter** to start a new line.
3) If you right-click on the typed text you open the following menu:



4) **Cut** allows you to remove selected typed text and copies it to the clipboard.
5) **Copy** copies selected typed text to the clipboard.
6) **Paste** copies clipboard text to the location as typed text.
7) **Text Formatting** opens the following submenu of formatting options:



a) You may also use the following hot keys to format the text entry:

i) Ctrl+B - Bold

ii) Ctrl+I - Italic

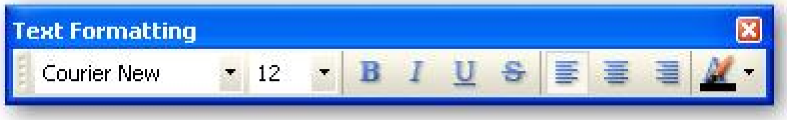
iii) Ctrl+U - Underline

iv) Ctrl+S - Strikeout

v) Ctrl+Shift++ - Superscript

vi) Ctrl+Shift+- - Subscript

b) The **Typewriter Toolbar** supports additional options for selecting **Font** and **Size**. Press **Ctrl-E** to activate the toolbar:



c) Note that this toolbar supports:

i) Font Name.

ii) Font Size.

iii) Bold toggle.

iv) Italic toggle.

v) Underline toggle.

vi) Strike Through toggle.

vii) Left Justified Text.

viii) Centered Text.

ix) Right Justified Text.

x) Text Color.

8) **Show/Hide Text Formatting Toolbar**. Allows you to make the Text Formatting Toolbar visible or invisible.

9) **Delete**. Deletes the following notation tool.

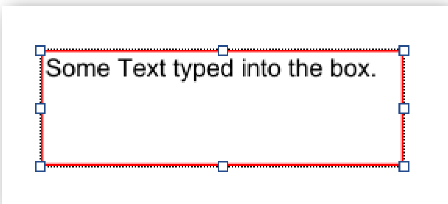
10) **Set Current Appearance as Default**. This allows you to set the currently selected Font, Font size etc as the default font/size etc - whenever you select the Typewriter tool.

11) **Apply Default Appearance.** Allows you to change the appearance of the Typewriter tool for the one, saved as default.

12) **Properties...**. Opens the Properties dialog for the Typewriter Tool. See Comment & Markup Example for additional information on manipulating the Typewriter Tool properties.

Textbox Tool

The **Textbox Tool** allows you to add text on a page in a text box.



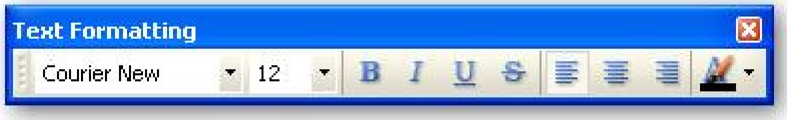
1) To use the tool, click the tool in either the menu or the toolbar, and a cross cursor will appear at the upper left corner Drag the resulting text box away from the click point and the arrow will appear.

2) Click inside the box to begin typing text.

In addition, right-clicking inside the box restores the small resizing boxes, permitting you to change the size of the text box.

You may also attach a sticky note to this annotation. See Sticky Note Tool for additional information.

3) The **Textbox Toolbar** supports additional options for selecting **Font** and **Size**. Press **Ctrl-E** to activate the toolbar:



Note that this toolbar supports:

a) Font Name.
b) Font Size.
c) Bold toggle.
d) Italic toggle.
e) Underline toggle.
f) Strike Through toggle.
g) Left Justified Text.
h) Centered Text.
i) Right Justified Text.
j) Text Color.

TIP - Whilst editing existing page content is for the most part - not currently possible - replacing existing content is...
For example - if you want to cover up some existing text or content on a PDF page - use the text box tool to apply replacement content (or no content if required) set the background color to match the existing page and also set the box borders to match - and then 'Flatten' the box and content so it cannot be moved or erased to reveal the original content.

Callout Tool

The **Callout Tool** allows you to add a text box with an arrow pointing to a selected location on the page.

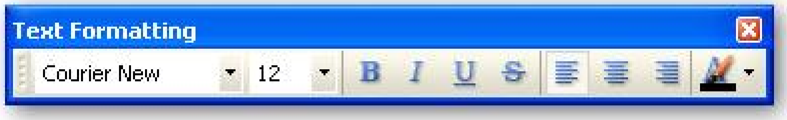


1) To use the tool, click the tool in either the menu or the toolbar, and a cross cursor will appear.
2) Move the cursor to where you want the point of the arrow to appear.
3) Click and then drag the resulting text box away from the click point and the arrow will appear.
4) The small boxes are places you may grab with the cursor to adjust the look and size of the arrow and text box.
5) Click inside the box to begin typing text.

In addition, right-clicking inside the box restores the small boxes, permitting you to change the look and size of the arrow and text box.

You may also attach a sticky note to this annotation. See Sticky Note Tool for additional information.

The **Callout Toolbar** supports additional options for selecting **Font** and **Size**. Press **Ctrl-E** to activate the toolbar:



Note that this toolbar supports:

a) Font Name.

b) Font Size.

c) Bold toggle.

d) Italic toggle.

e) Underline toggle.

f) Strike Through toggle.

g) Left Justified Text.

h) Centered Text.

i) Right Justified Text.

j) Text Color.

Text Highlighting Tools

Highlight Tool

The **Highlight Tool** permits you to highlight text within the PDF document, and works like the **Select Tool**.

Note however that you cannot Highlight image based text!
For example if you scan a page to PDF - there is no text in that file can be modified - only image based content!



To use the **Highlight Tool**, click on the menu item, and a selection cursor will appear. Click and drag the selection cursor over the text to be highlighted. When you release the mouse button, the selected text will then appear to be highlighted with color, like a highlighter pen.

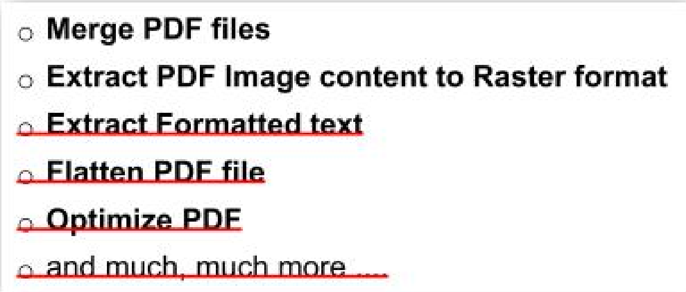
Right-clicking inside the highlighted area will open the Sticky Note pop-up menu. See **Sticky Note Tool** for more information.

N.B. If you select the Delete option from the Sticky Note pop-up menu, only the highlighting will be deleted. The underlying text is not changed in any way!

Crossout Tool

The **Crossout Tool** permits you to appear to cross out selected text.

Note however that you cannot Crossout image based text!
For example if you scan a page to PDF - there is no text in that file can be modified - only image based content!



To use the Crossout Tool, click on the menu item, and a selection cursor will appear. Click and drag the selection cursor over the text to be crossed out. When you release the mouse button, the selected text will then appear to be crossed out.

Right-clicking inside the crossed out area will open the Sticky Note pop-up menu. See Sticky Note Tool for more information.

N.B. If you select the Delete option from the Sticky Note pop-up menu, only the crossouts will be deleted. The underlying text is not changed in any way!

Underline Tool

The **Underline Tool** permits you to underline selected text.

Note however that you cannot Underline image based text!
For example if you scan a page to PDF - there is no text in that file can be modified - only image based content!



To use the **Underline Tool**, click on the menu item, and a selection cursor will appear. Click and drag the selection cursor over the text to be underlined. When you release the mouse button, the selected text will then appear to be underlined.

Right-clicking inside the underlined area will open the Sticky Note pop-up menu. See Sticky Note Tool for more information.

N.B. If you select the Delete option from the Sticky Note pop-up menu, only the underlining will be deleted. The underlying text is not changed in any way!

Markup Tools

The **Markup Tools** allow you to insert shapes in the currently displayed PDF document page. Along with the **Typewriter Tool** they allow you to annotate the document in many creative ways.

After you **complete** any shape using one of the tools, you may then *annotate* it with a pop-up message!

See Comment & Markup Example for a general discussion of how to use the Markup Tools and Annotations.

Line and Arrow Tools

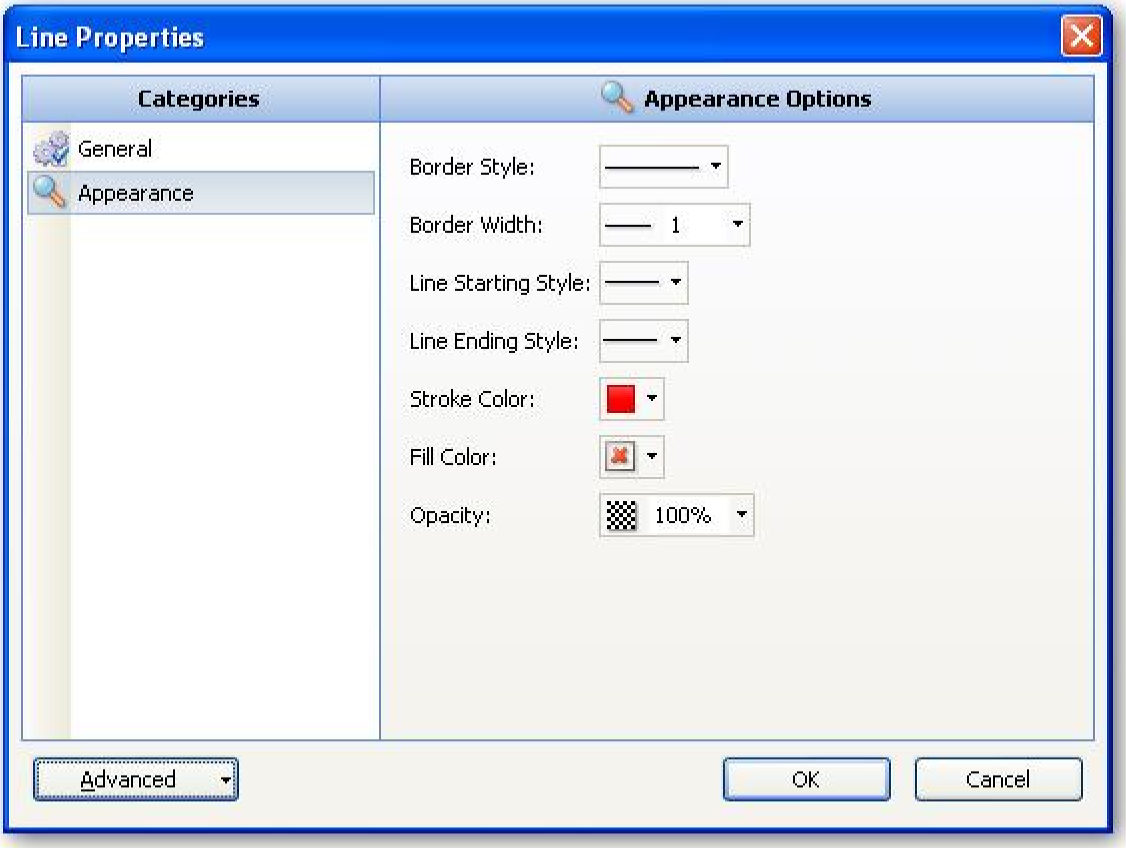
The **Line** and **Arrow Tools** are simply two forms of the same markup control.



For both tools, click the appropriate button and a small cross-hair cursor appears. Select the starting point and then click-and-drag the cursor to the ending point. For the Arrow tool, an arrow head appears at the end of the arrow when drawn.

After drawing the line or arrow, you may add a pop-up note. See Comment & Markup Example for more information.

You may adjust the ends of the line or arrow by selecting **Properties...** from the pop-up menu, and setting the Line Starting and Line Ending Styles for the Start or End of the line:



Rectangle Tool

The **Rectangle Tool** allows you to draw a rectangle on the currently displayed PDF document page.



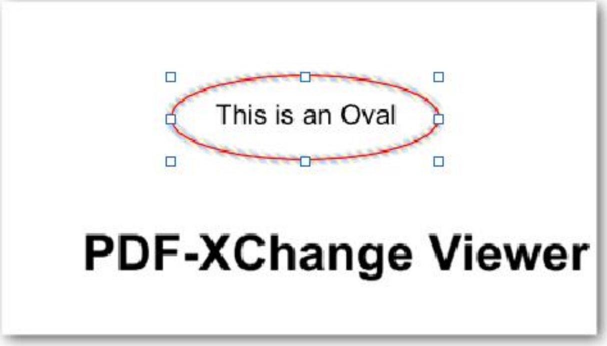
To draw the **Rectangle**, click the **Rectangle** button and a small cross-hair cursor appears. Position the cursor at the upper left corner of the area you want to mark, and then left-click and drag the cursor to the lower right position. When you release the mouse button a blue "bounding rectangle" will appear overlaying the rectangle. This will disappear when the document is saved.

After drawing the rectangle, you may add a pop-up note. See Comment & Markup Example for more information.

Oval (Circle) Tool

The **Oval (Circle) Tool** allows you to draw ovals and circles on the currently displayed PDF document page.

See Comment & Markup Example for an example of using the **Oval (Circle) Tool**.



Polygon Line Tool

The **Polygon Line Tool** is an extension of the basic **Line Tool** that allows you to draw multiple connected line segments:

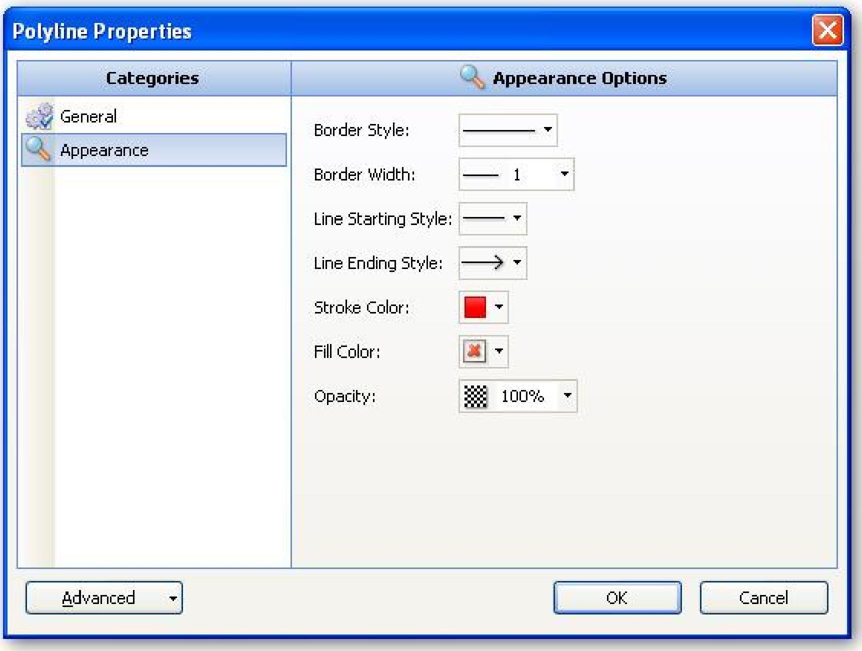


To draw the Polygon **Line,** click the Polygon **Line Tool** button and a small cross-hair cursor appears. Select a starting point and click-and-drag the cursor to the next point. When you get there, click again to start a new segment that is automatically connected to the first. Repeat until you reach your stopping point. After you click the last point, right-click to bring up a menu with two choices:

- **Complete** completes the Poly Line. A blue polygon appears to show you the bounded area. This will not appear after you save the PDF.
- **Cancel** cancels and erases the line.

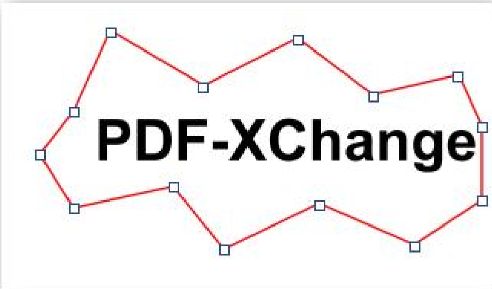
After you complete the Line, you may add a pop-up note. See Comment & Markup Example for more information.

You may adjust the ends of the line or arrow by selecting **Properties...** from the pop-up menu, and setting the Line Starting and Line Ending Styles for the Start or End of the line:



Polygon Tool

The **Polygon Tool** draws a polygon outline around selected parts of the PDF page to highlight them:



To draw the polygon, click the **Polygon** markup button and a small cross-hair cursor appears. Click a series of points around the area of interest to draw the outline. After you click the last point, right-click to bring up a menu with two choices:

- **Complete** completes the outline. A blue polygon appears to show you the bounded area.
- **Cancel** cancels and erases the outline.

After you complete the **Polygon**, you may add a pop-up note. See Comment & Markup Example for more information.

You may also adjust the Properties of the Polygon by selecting **Properties...**.

Cloud Tool

The **Cloud Tool** draws a "cloud" outline around selected parts of the PDF page to highlight them:



To draw the cloud, click the **Cloud** markup button and a small cross-hair cursor appears. Click a series of points around the area of interest to draw the cloud outline. Note that for best results you should click the area in a clockwise motion.

You are not restricted to using a rectangle and you are not restricted to four sides at right angles. After you click the last point, right-click to bring up a menu with two choices:

- **Complete** completes the outline. A blue polygon appears to show you the bounded area.
- **Cancel** cancels and erases the cloud outline.

After you complete the Cloud markup, you may add a pop-up note. See Comment & Markup Example for more information.

You may also adjust the Properties of the Cloud by selecting **Properties...**.

File Attachment Tool

File Attachment Tool allows you to pin the attachment to any place on a page. After choosing the File Attachment Tool you should click on the page. It opens the Add Attachment dialog which allows you to attach PDFs and other types of files to a PDF document.

Pencil Tool

The **Pencil Tool** allows you to draw a freehand shape on the document.



After you complete the Pencil shape, you may add a pop-up note. See Comment & Markup Example for more information.

You may also adjust the Properties of the Pencil shape by selecting **Properties...**.

Eraser Tool

In conjunction with the Pencil tool, an **Eraser tool** has been added that permits you to erase any part of a Pencil-drawn annotation.

Show Stamps Palette

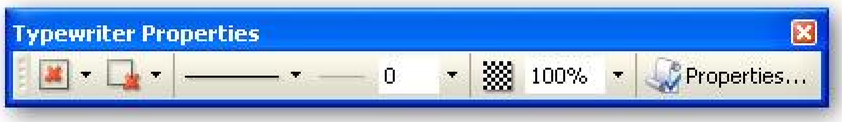
Show Stamps Palette opens the **Stamps Palette** dialog. See Stamps for more information.

Show Comments And Markup Toolbar

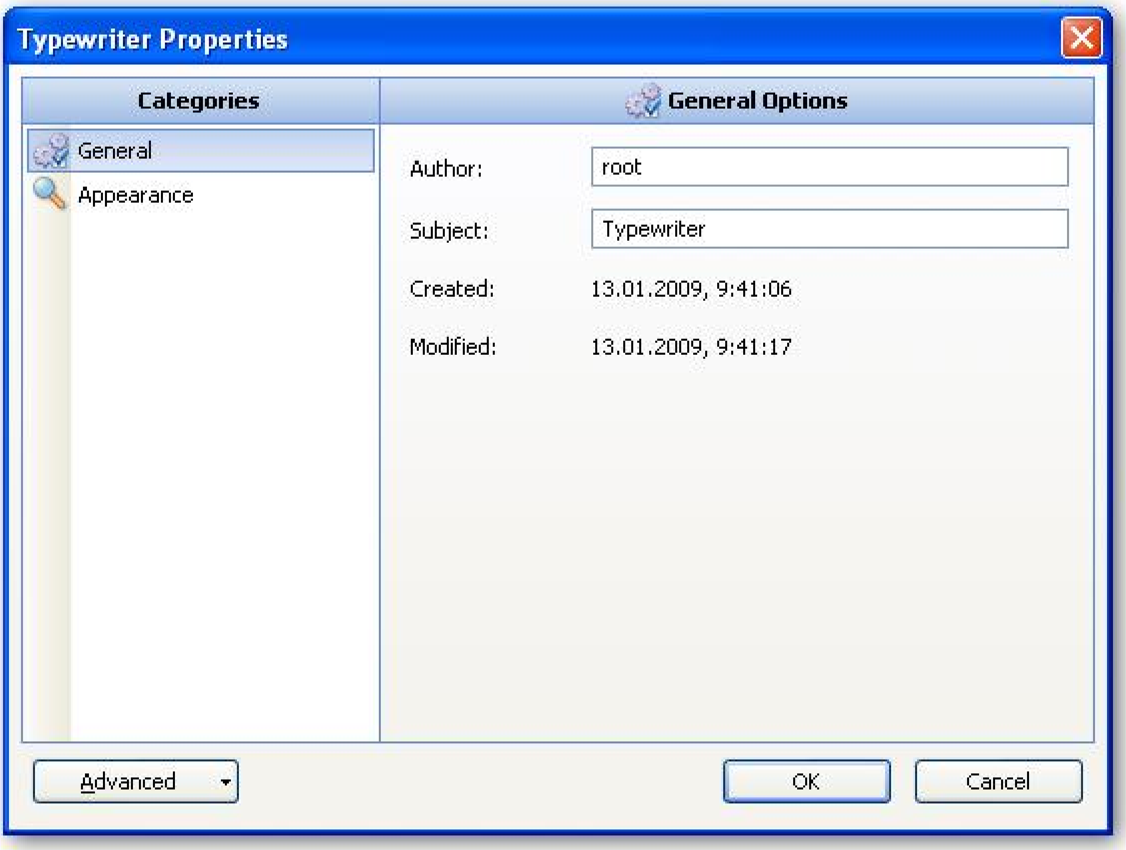
Each Comment type has an associated floating Properties toolbar that can be activated by pressing **Ctrl-E** or selecting this option on the **Comment & Markup** menu.

The **Properties** toolbar has many of the same formatting options that right-clicking the comment has, but not all of them. The ones on the **Properties** toolbar's are those found on the **Appearance** menu.

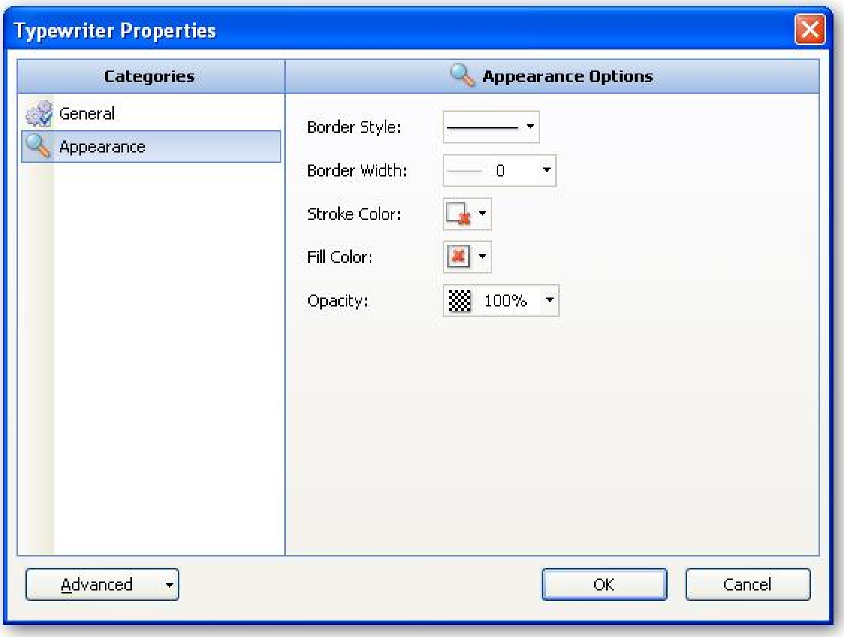
For example, the following is the Property toolbar that appears when the Typewriter Tool is selected and **Ctrl-E** is pressed:



The corresponding **Properties** screen that appears looks like:



But the **General** tab is NOT on the toolbar.



To access these properties you must still right-click the comment to get this screen.

Show Comments List

Selecting this option opens a scrollable list of all comments above the PDF Display Area, in the "Other Panes" area. See [Show Comments List] for additional information.

Measuring Tools

Selecting **Measuring Tools** submenu allows selection of one of four options:

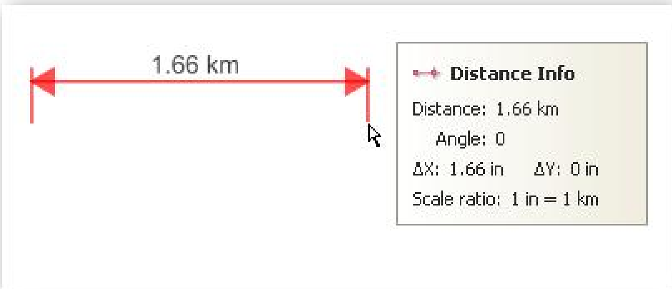


See the subtopics for a description of each tool.

Distance Tool

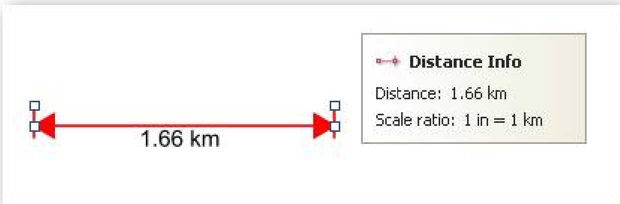
Distance tool permits measuring the distance between two points.

To measure the distance between two points, click the **Distance tool** markup button and a small cross-hair cursor appears. Select the starting point and then click-and-drag the cursor to the ending point. The measurements appear in the tool dialog box in the process of dragging the cursor.

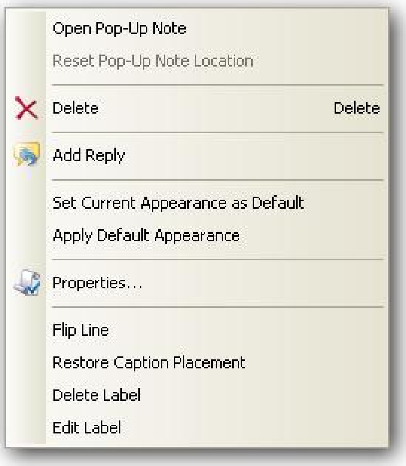


After you click the last point, drag the dimension line to figure out the leader line and then click again. The tool dialog box reflects the final measurements of the distance and scale ratio of the dimension line.

After you complete the Line, you may add a pop-up note. See Comment & Markup Example for more information.



If you right-click on the dimension line you open the following menu:



1) **Open Pop-Up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.

2) **Reset Pop-Up Note Location**. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

3) **Delete**. Deletes the following dimension line and the note.

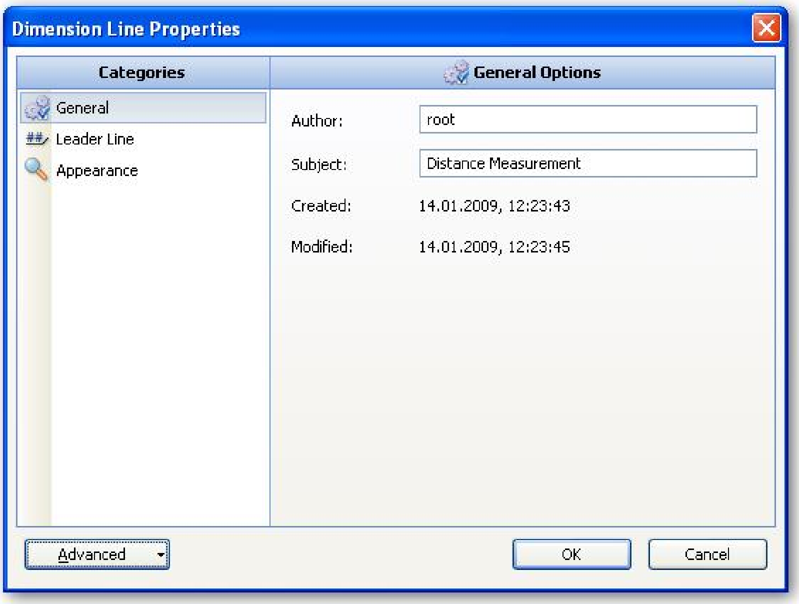
4) **Add Reply**. Adds a reply area to the note.

5) **Set Current Appearance as Default**. Sets the currently selected appearance as a default one for all new **Distance tools** of the same type.

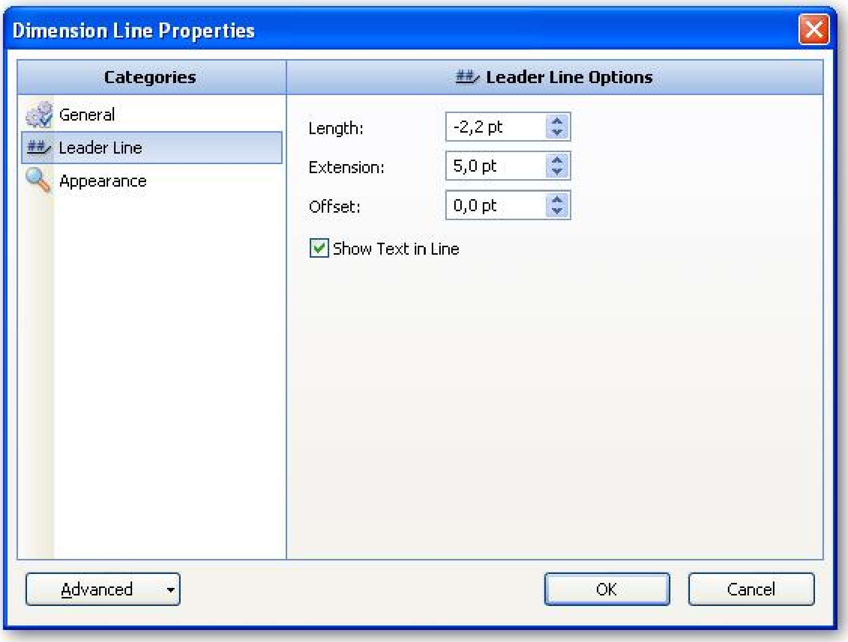
6) **Apply Default Appearance**. Allows you to change the appearance of the **Distance tool** for the one, saved as default.

7) **Properties...**. Opens the Properties dialog for **Distance tool**. There are two tabs on this dialog:

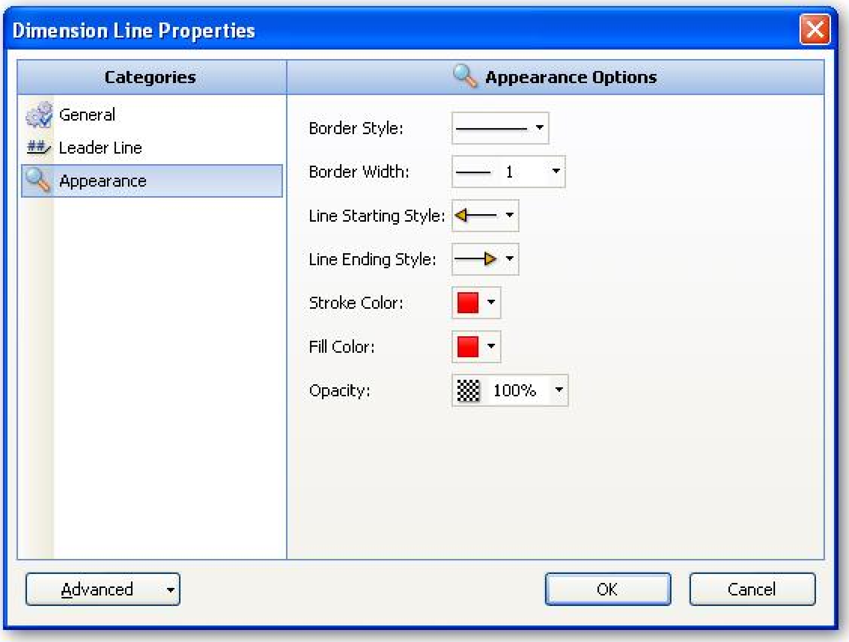
   a) **General**. This tab allows you to change the heading fields of the **Dimension Line Properties**.



   b) **Leader Line**. Allows you to change the properties of the **Dimension Line**.



c) **Appearance**. This tab allows you to change the **Dimension Line Properties** icon to something more useful.



d) The **Advanced** button opens the following menu.



i) **Preview**. Allows you to view the change of the **Dimension Line's** appearance before you commit to its current properties.

ii) **Locked**. Allows you to block the ability of changing the properties of the **Dimension Line Tool**.

iii) **Set Current Appearance as Default**. Sets the current appearance as the default one for all future **Distance tools** of this type.

iv) **Apply Default Appearance**. Allows you to change the appearance of the **Distance tool** for the one, saved as default.

8) **Flip Line**. Allows you to turn the dimension line around.

9) **Restore Caption Placement**. Allows you to return caption to its former placement.

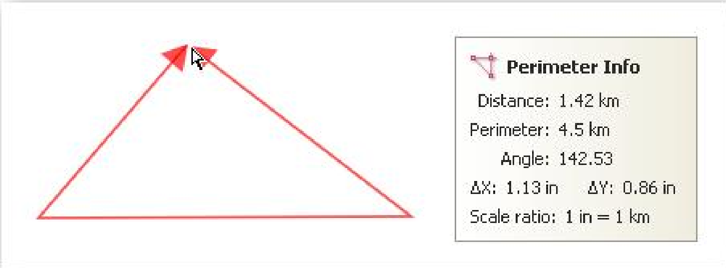
10) **Delete Label**. Deletes a text label from the dimension line.

11) **Edit Label**. Allows you to add a text label to the dimension line.

Perimeter Tool

Perimeter tool allows you to measure a set of distances between multiple points.

To measure the distance between multiple points, click the **Perimeter tool** markup button and a small cross-hair cursor appears. Select a starting point and click-and-drag the cursor to the next point. When you get there, click again to start a new segment that is automatically connected to the first. Repeat until you reach your stopping point. The measurements appear in the tool dialog box in the process of dragging the cursor.

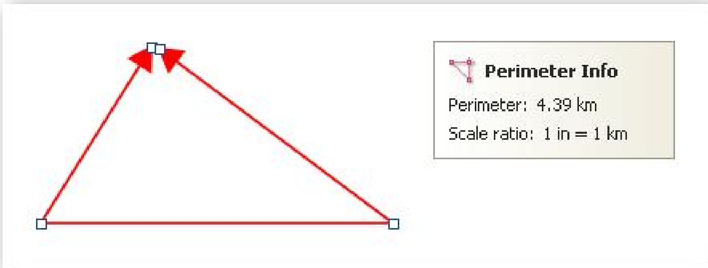


After you click the last point, right-click to bring up a menu with two choices:

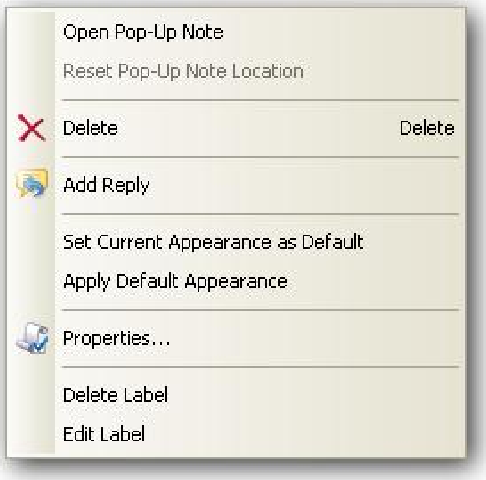
- **Cancel** cancels and erases the **Dimension Poly Line**.
- **Complete** completes the **Dimension Poly Line**.

The tool dialog box reflects the final measurements of the perimeter and scale ratio of the **Dimension Poly Line**.

After you complete the line, you may add a pop-up note. See Comment & Markup Example for more information.



If you right-click on the **Dimension Poly Line** you open the following menu:



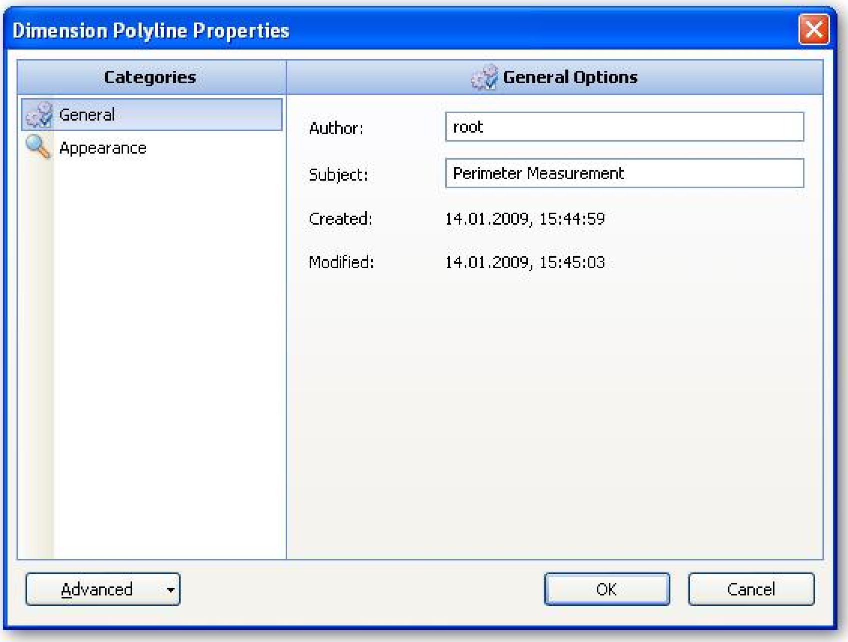
1) **Open Pop-Up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.
2) **Reset Pop-Up Note Location**. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.
3) **Delete**. Deletes the following dimension line and the note.
4) **Add Reply**. Adds a reply area to the note.

5) **Set Current Appearance as Default**. Sets the currently selected appearance as a default one for all new **Distance tools** of the same type.

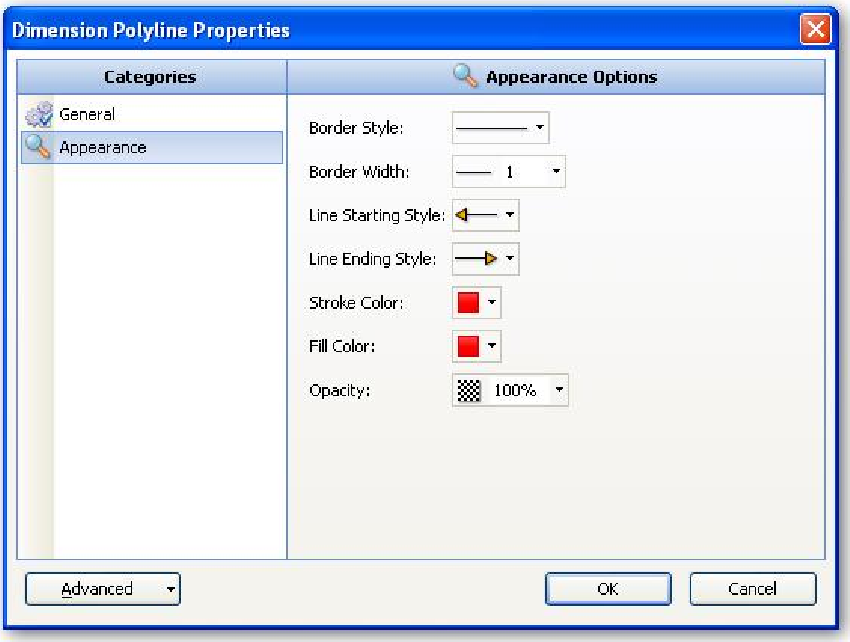
6) **Apply Default Appearance**. Allows you to change the appearance of the **Distance tool** for the one, saved as default.

7) **Properties...**. Opens the Properties dialog for **Distance tool**. There are two tabs on this dialog:

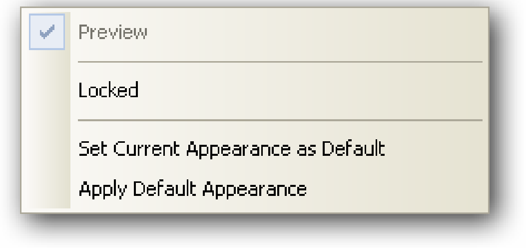
   a) **General**. This tab allows you to change the heading fields of the **Dimension Polyline Properties**.



   b) **Appearance.** This tab allows you to change the **Dimension Polyline Properties** icon to something more useful.



c) The **Advanced** button opens the following menu.



i) **Preview**. Allows you to view the change of the **Dimension Polyline's** appearance before you commit to its current properties.

ii) **Locked**. Allows you to block the ability of changing the properties of the **Dimension Polyline Tool**.

v) **Set Current Appearance as Default**. Sets the current appearance as the default one for all future **Distance tools** of this type.

iii) **Apply Default Appearance**. Allows you to change the appearance of the **Distance tool** for the one, saved as default.

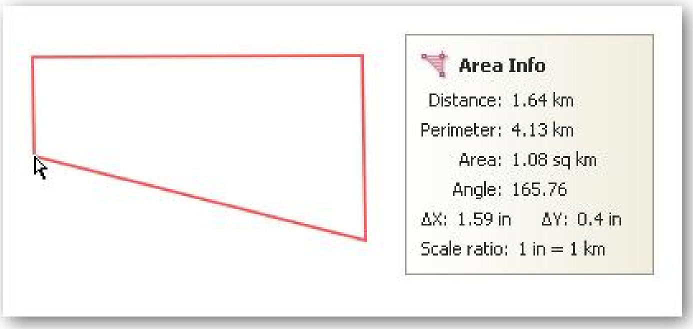
8) **Delete Label**. Deletes text label from the dimension line.

9) **Edit Label**. Allows you to add text label to the dimension line.

Area Tool

Area tool allows you to measure the area within the line segments that you draw.

To measure the area within the line segments that you draw, click the **Distance tool** markup button and a small cross-hair cursor appears. Click a series of points around the area of interest to draw the outline. The measurements appear in the tool dialog box in the process of dragging the cursor.

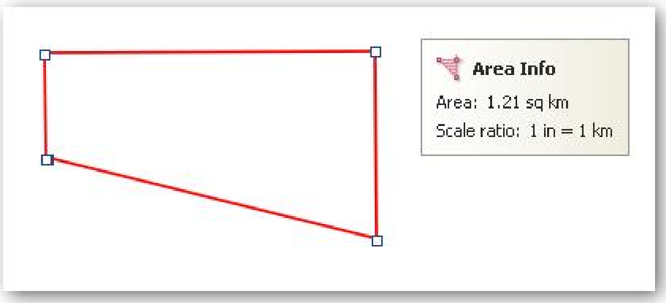


After you click the last point, right-click to bring up a menu with two choices:

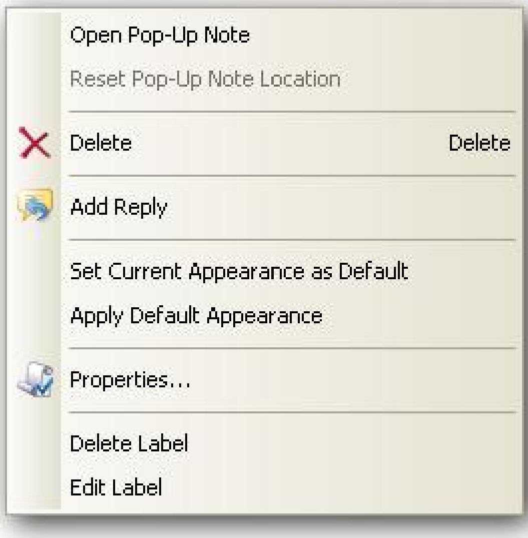
- **Cancel** cancels and erases the line.
- **Complete** completes the Poly Line. A blue polygon appears to show you the bounded area. This will not appear after you save the PDF.

The tool dialog box reflects the final measurements of the distance and scale ratio of the dimension line.

After you complete the Line, you may add a pop-up note. See Comment & Markup Example for more information.



If you right-click on the dimension line you open the following menu:



1) **Open Pop-Up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.

2) **Reset Pop-Up Note Location**. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

3) **Delete**. Deletes the following dimension line and the note.

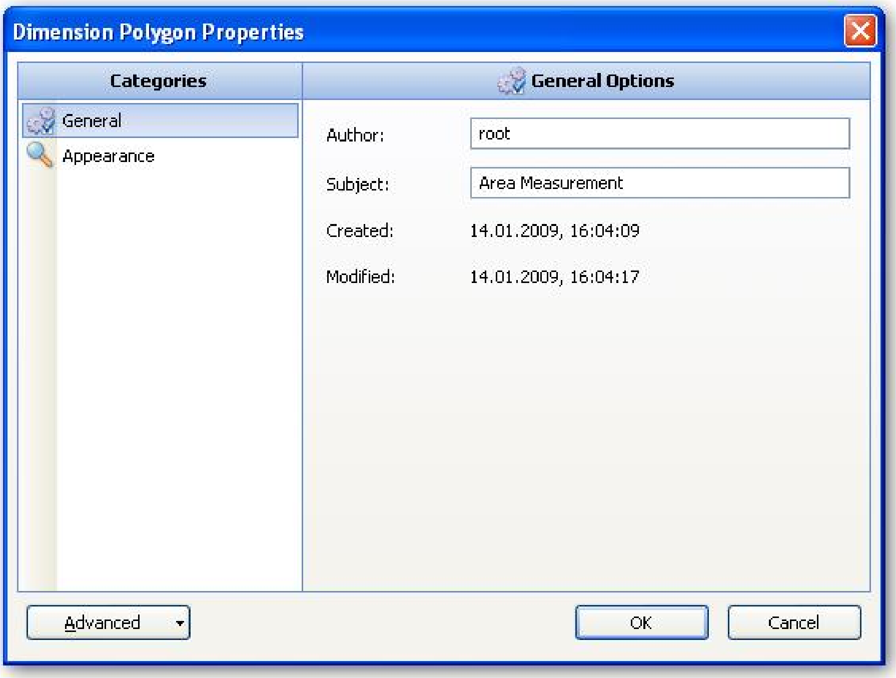
4) **Add Reply**. Adds a reply area to the note.

5) **Set Current Appearance as Default**. Sets the currently selected appearance as a default one for all new **Distance tools** of the same type.

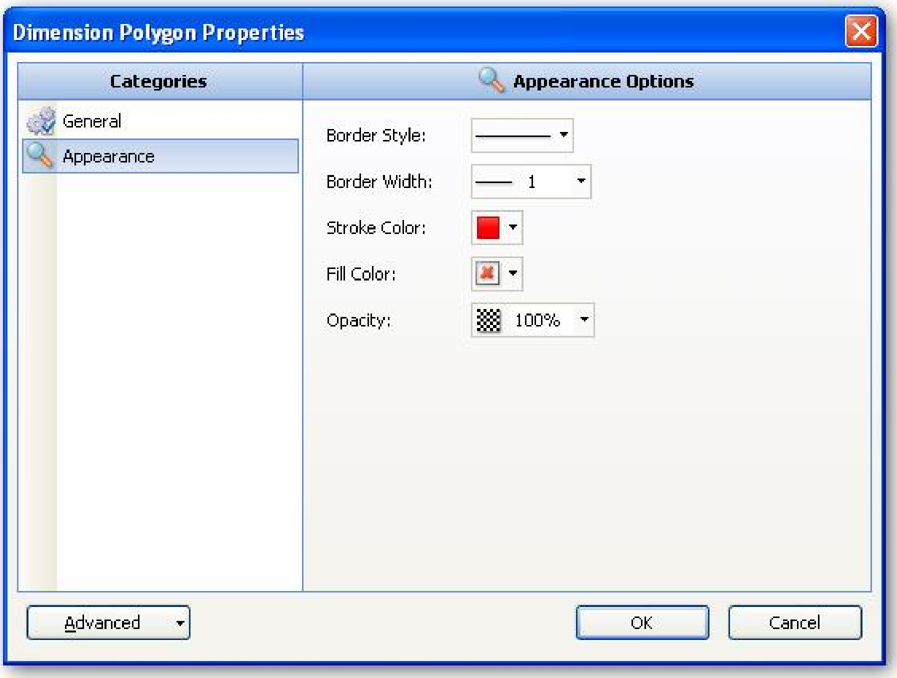
6) **Apply Default Appearance**. Allows you to change the appearance of the **Distance tool** for the one, saved as default.

7) **Properties...**. Opens the Properties dialog for **Dimension Polygon Tool**. There are two tabs on this dialog:

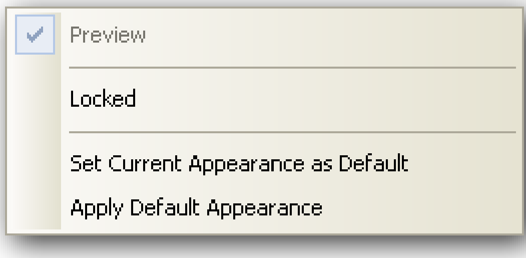
   a) **General**. This tab allows you to change the heading fields of the **Dimension Polygon Properties**.



   b) **Appearance.** This tab allows you to change the **Dimension Polygon Properties** icon to something more useful.



c) The **Advanced** button opens the following menu.



i) **Preview**. Allows you to view the change of the **Dimension Polygon's** appearance before you commit to its current properties.

ii) **Locked**. Allows you to block the ability of changing the properties of the **Dimension Polygon Tool**.

vi) **Set Current Appearance as Default**. Sets the current appearance as the default one for all future **Distance tools** of this type.

iii) **Apply Default Appearance**. Allows you to change the appearance of the **Distance tool** for the one, saved as default.

8) **Delete Label**. Deletes text label from the dimension line.

9) **Edit Label**. Allows you to add text label to the dimension line.

Link Tools

Selecting **Link Tools** submenu allows selection of one of three options:



See the subtopics for a description of each tool.

Rectangle Link Tool

Rectangle Link Tool allows you to create a link in order to jump to other locations in the same document or to websites.

To create a Rectangle Link, click the **Rectangle Link Tool** markup button and a small cross-hair cursor appears. Position the cursor at the upper left corner of the area you want to mark, and then left-click and drag the cursor to the lower right position.

A link can be edited at any time. It is possible to change its hotspot area or associated link action, delete or resize the link rectangle, or change the destination of the link.

Changing the properties of an existing link affects only the currently selected link. If a link isn't selected, the properties will apply to the next link you create.

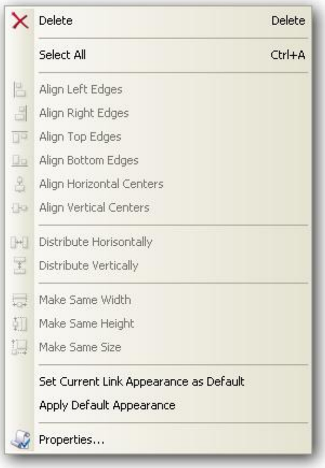
The properties of several links at once can be changed if you drag a rectangle to select them using the Link tool or the Select Object tool.

To move the link rectangle, drag it. To resize the link rectangle, drag any corner point.



When you release the mouse **Link Properties** dialog will be opened automatically.

If you right-click on the dimension line you open the following menu:



1) **Delete**. Deletes the following dimension line and the note.
2) **Select All**. Allows you to select all the links in the document.
3) **Align Left Edges**. N.B. This function was not available at the time of writing of this documentation revision.
4) **Align Right Edges**. N.B. This function was not available at the time of writing of this documentation revision.
5) **Align Top Edges**. N.B. This function was not available at the time of writing of this documentation revision.
6) **Align Bottom Edges**. N.B. This function was not available at the time of writing of this documentation revision.
7) **Align Horizontal Centers**. N.B. This function was not available at the time of writing of this documentation revision.
8) **Align Vertical Centers**. N.B. This function was not available at the time of writing of this documentation revision.
9) **Distribute Horizontally**. N.B. This function was not available at the time of writing of this documentation revision.
10) **Distribute Vertically**. N.B. This function was not available at the time of writing of this documentation revision.
11) **Make Same Width**. N.B. This function was not available at the time of writing of this documentation revision.
12) **Make Same Height**. N.B. This function was not available at the time of writing of this documentation revision.
13) **Make Same Size**. N.B. This function was not available at the time of writing of this documentation revision.
14) **Set Current Link Appearance as Default**. This allows you to set the currently selected appearance properties as default for **Link Tools** of the same type.
15) **Apply Default Appearance**. Applies the default appearance to the selected link(s).
16) **Properties...**. Opens the Properties dialog for the **Link Tool**. See Link Properties & Actions.

Quadrilateral Link Tool

Quadrilateral Link Tool allows you to create a link in order to jump to other locations in the same document or to websites.

To create a Quadrilateral Link, click the **Quadrilateral Link Tool** markup button and a small cross-hair cursor appears. Select a starting point and click-and-drag the cursor to the next point. When you get there, click again to start a new segment that is automatically connected to the first. Repeat until you create a quadrilateral.

A link can be edited at any time. It is possible to change its hotspot area or associated link action, delete or resize the link rectangle, or change the destination of the link.

Changing the properties of an existing link affects only the currently selected link. If a link isn't selected, the properties will apply to the next link you create.

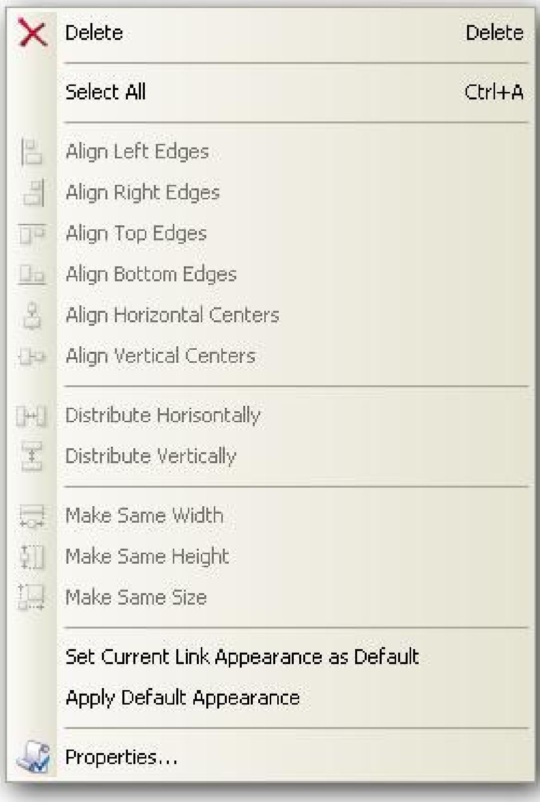
The properties of several links at once can be changed if you drag a rectangle to select them using the Link tool or the Select Object tool.

To move the link rectangle, drag it. To resize the link rectangle, drag any corner point.



When you release the mouse **Link Properties** dialog will be opened automatically.

If you right-click on the dimension line you open the following menu:

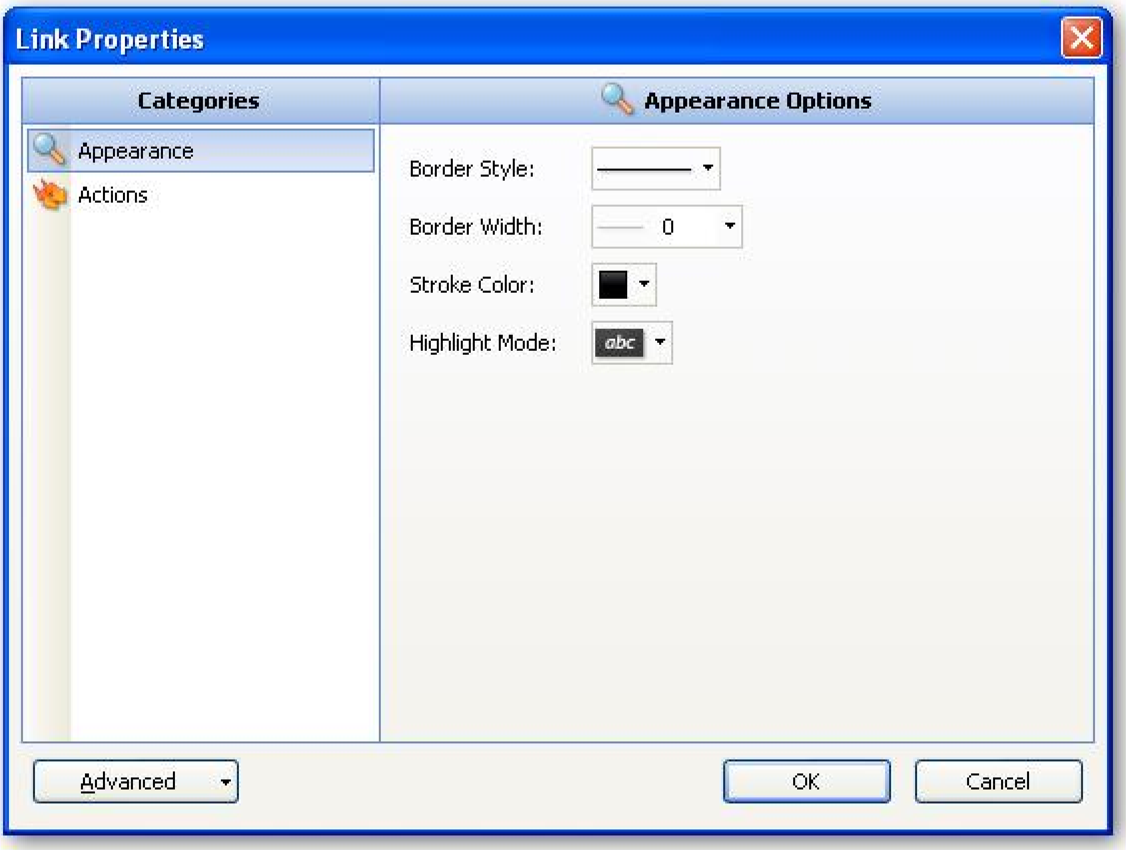


1) **Delete**. Deletes the following dimension line and the note.
2) **Select All**. Allows you to select all the links in the document.
3) **Align Left Edges**. N.B. This function was not available at the time of writing of this documentation revision.
4) **Align Right Edges**. N.B. This function was not available at the time of writing of this documentation revision.
5) **Align Top Edges**. N.B. This function was not available at the time of writing of this documentation revision.
6) **Align Bottom Edges**. N.B. This function was not available at the time of writing of this documentation revision.
7) **Align Horizontal Centers**. N.B. This function was not available at the time of writing of this documentation revision.
8) **Align Vertical Centers**. N.B. This function was not available at the time of writing of this documentation revision.
9) **Distribute Horizontally**. N.B. This function was not available at the time of writing of this documentation revision.
10) **Distribute Vertically**. N.B. This function was not available at the time of writing of this documentation revision.
11) **Make Same Width**. N.B. This function was not available at the time of writing of this documentation revision.
12) **Make Same Height**. N.B. This function was not available at the time of writing of this documentation revision.
13) **Make Same Size**. N.B. This function was not available at the time of writing of this documentation revision.
14) **Set Current Link Appearance as Default**. This allows you to set the currently selected appearance properties as default for **Link Tools** of the same type.
15) **Apply Default Appearance**. Applies the default appearance to the selected link(s).
16) **Properties...**. Opens the Properties dialog for the **Link Tool**. See Link Properties & Actions.

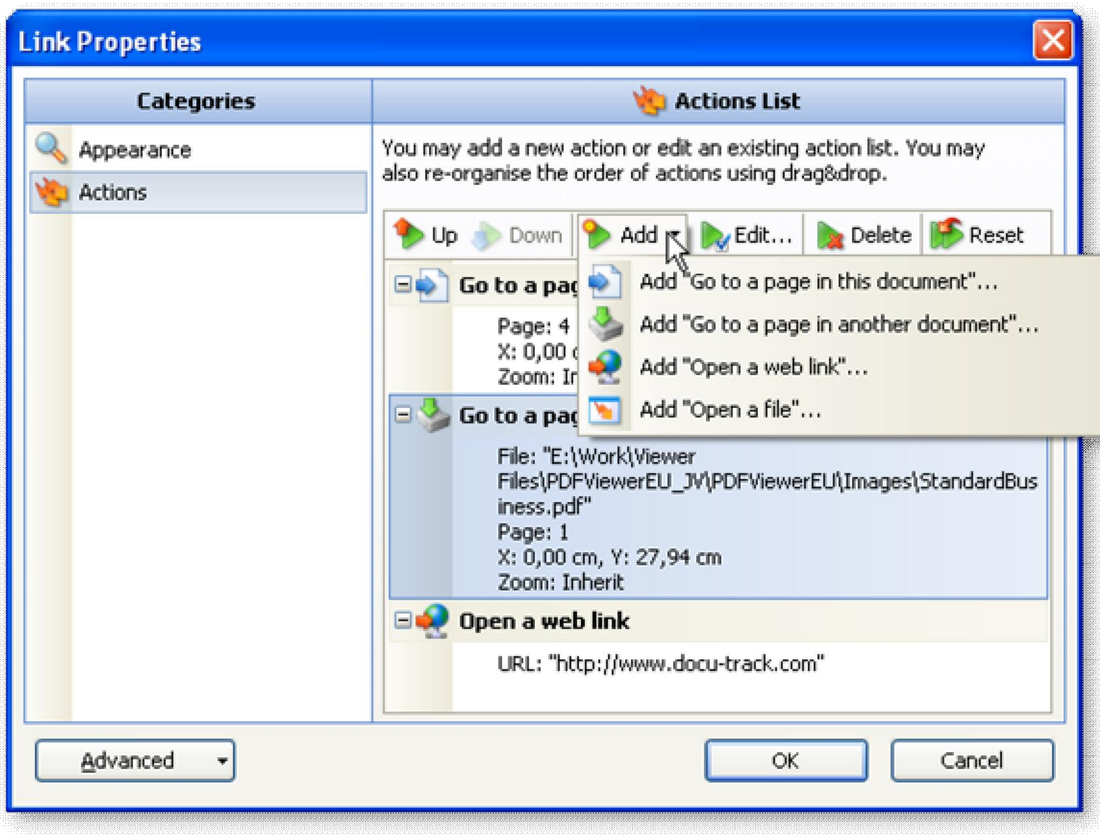
Link Properties & Actions

The **Link Properties** screen may be opened either by clicking the Properties button on the Link(s) Properties Toolbar, or simply right-clicking the selected Link.

2) The **Appearance** tab defines the link's style, thickness, color and highlight mode.



3) The **Actions** tab defines the action(s) to be performed when the Link is selected.



The Actions List lists the action(s) to be performed when the Link is selected. At the top of the list is an editor toolbar for the Actions List:

a) **Up**. Moves the selected action up in the list.

b) **Down**. Moves the selected action down in the list.

c) **Add**. Adds a new action to the list to be selected.

d) **Edit...**. Edits the selected action.

e) **Delete**. Deletes the selected action.

f) **Reset**. Resets the Action List, removing all changes.

g) The **Advanced** button opens the following menu.



i) **Preview**. Allows you to view the change of the link's appearance before you commit to its current properties.

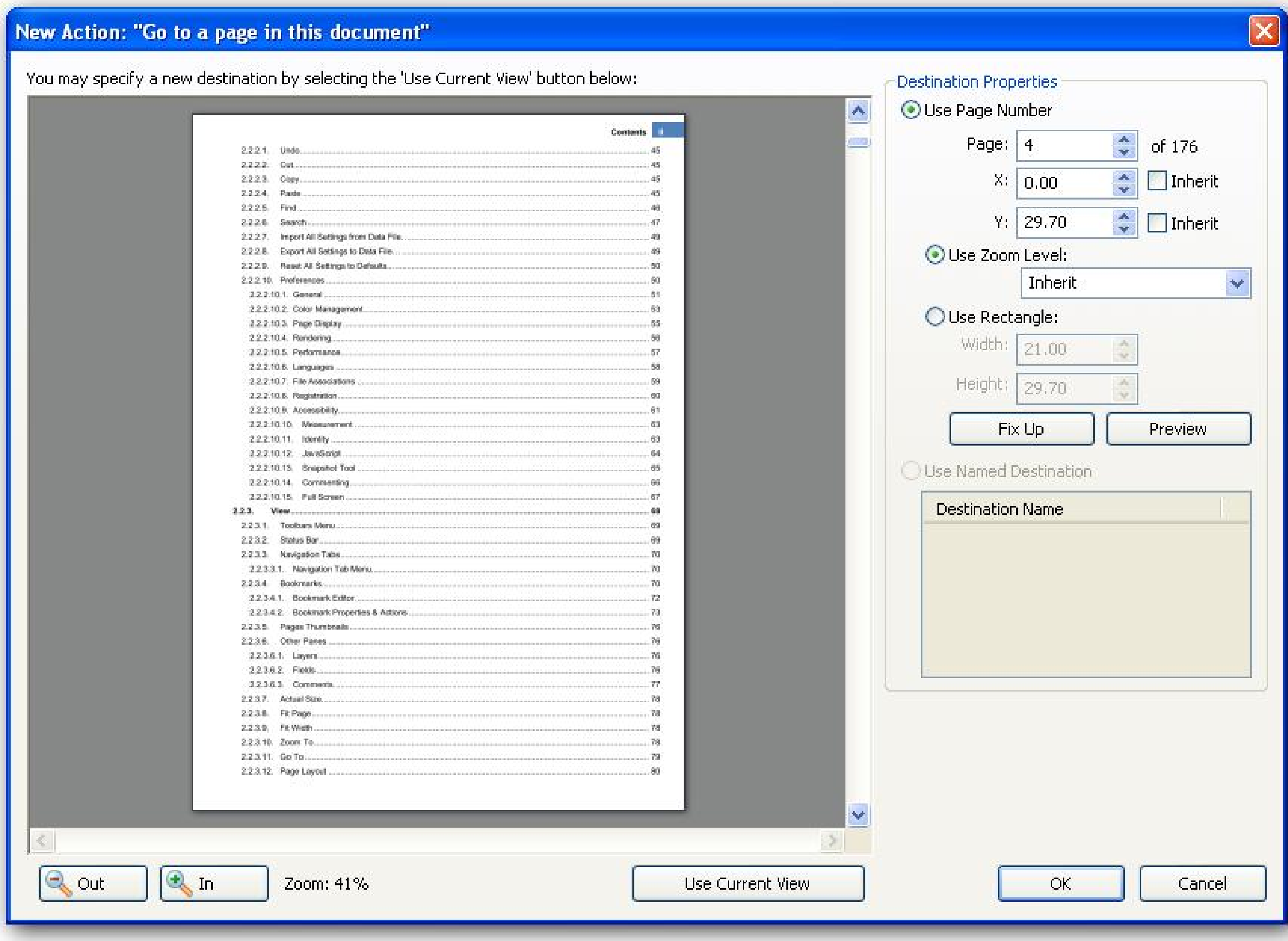
ii) **Locked**. Allows you to block the ability of changing the properties of the **Link Tool**.

iii) **Set Current Appearance as Default**. Sets the current appearance as the default one for all future links of this type.

iv) **Apply Default Appearance**. Allows you to change the appearance of the **Link Tool** for the one, saved as default.

When **Add** or **Edit** is selected, the **New/Edit Action** dialog will be opened. The following actions are available:

2) **Add "Go to a page in this document"**. Goes to the specified destination in the current document.



d) **Destination Properties**.

i) **Use Page Number**. Allows you to set the page number you need.

(1) **Page**. Sets the page of the document to select when the link is activated.

(2) **X**. Sets the vertical position on the page in PDF coordinates that measure upwards from the bottom of the page. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The Inherit checkbox means to inherit the X coordinate from the previous view.

(3) **Y**. Sets the horizontal position on the page in PDF coordinates that measure from left to right. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The **Inherit** checkbox means to inherit the Y coordinate from the previous view.

ii) **Use Zoom Level**. Zoom level (magnification) of the page when opened. This may be a selected % of page size; a standard PDF "Fit" value; or **Inherit**, which means inherit the Zoom level from the previous view.

iii) **Use Rectangle**. When selected, specifies the size of the display rectangle in the Unit of Measure is the one set on the Edit | Preferences | Measure tab.

iv) **Fix Up**. Allows you to fix up the settings in **Destination Properties**.

v) **Preview**. When clicked, the left side shows the way the page will be displayed depending on the settings in **Destination Properties**.

vi) **Use Named Destination**. Is available when the document contains named destination.

e) **Other Buttons**.

i) **Out**. Zoom out (reduce) the display page size.

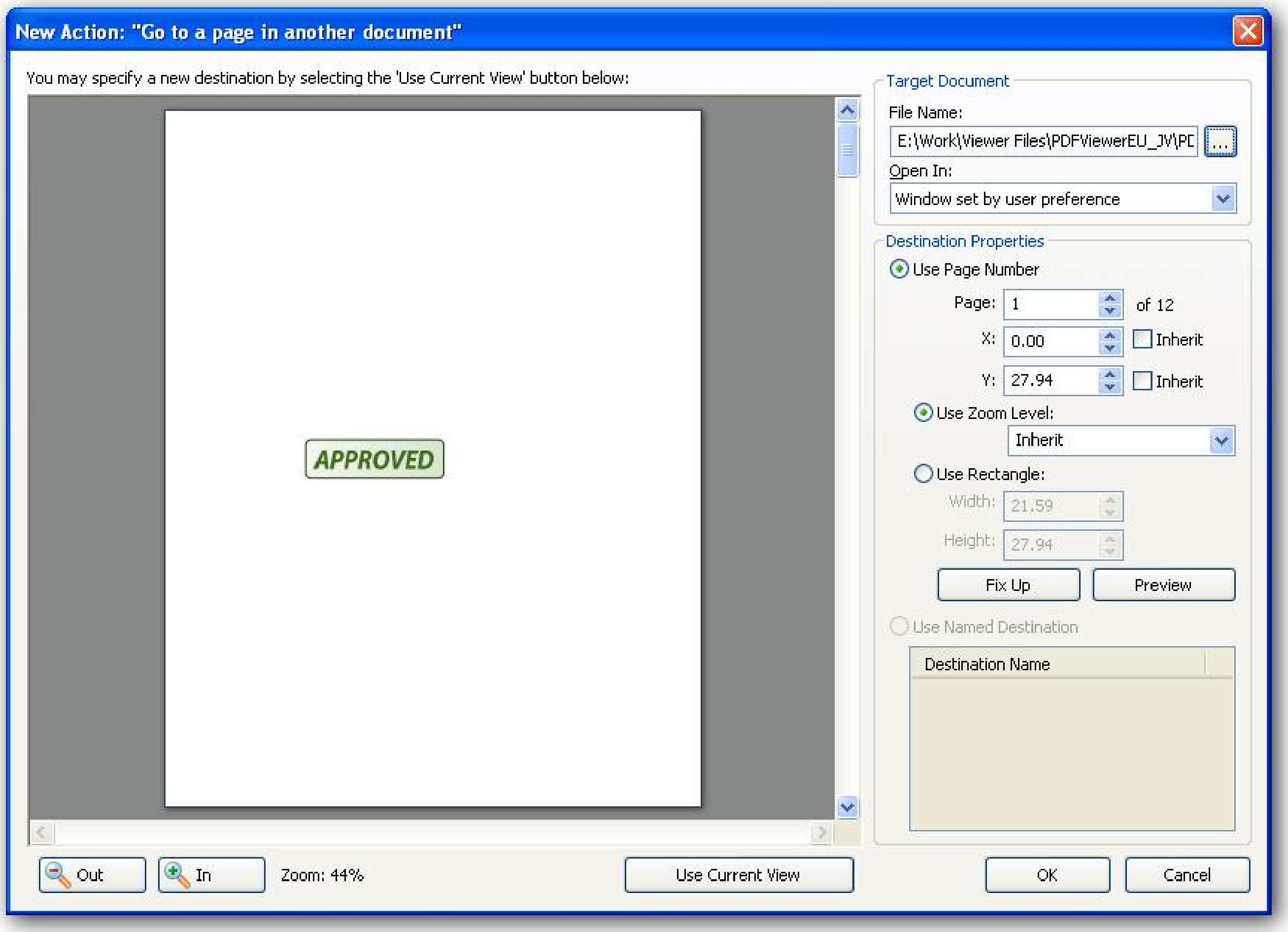
ii) **In**. Zoom in (enlarge) the display page size.

iii) **Use Current View**. Use the display values of the current page in the main display.

iv) **OK**. Saves the changes and exits.

v) **Cancel**. Discards the changes and exits.

3) **Add "Go to a page in another document"….** Goes to the specified destination in another document.



a) **Target Document**.

i) **File Name**. Opens a standard **Open** dialog box to select the necessary document.

ii) **Open In**. Defines the settings for opening new PDF file.

(1) **Window set by user preference**. File is opened in the window set by user preference.

(2) **Existing window**. File is opened in the existing window.

(3) **New window**. File is opened in the new window.

b) **Destination Properties**.

i) **Use page number**. Allows you to set the page number you need.

(1) **Page**. Sets the page of the document to select when the link is activated.

(2) **X**. Sets the vertical position on the page in PDF coordinates that measure upwards from the bottom of the page. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The Inherit checkbox means to inherit the X coordinate from the previous view.

(3) **Y**. Sets the horizontal position on the page in PDF coordinates that measure from left to right. The Unit of Measure is the one set on the Edit | Preferences | Measure tab. The **Inherit** checkbox means to inherit the Y coordinate from the previous view.

ii) **Use Zoom Level**. Zoom level (magnification) of the page when opened. This may be a selected % of page size; a standard PDF "Fit" value; or **Inherit**, which means inherit the Zoom level from the previous view.

iii) **Use Rectangle**. When selected, specifies the size of the display rectangle in the Unit of Measure is the one set on the Edit | Preferences | Measure tab.

iv) **Fix Up**. Allows you to fix up the settings in **Destination Properties**.

v) **Preview**. When clicked, the left side shows the way the page will be displayed depending on the settings in **Destination Properties**.

vi) **Use Named Destination**. Is available when the document contains named destination.

c) **Other Buttons**.

i) **Out**. Zoom out (reduce) the display page size.

ii) **In**. Zoom in (enlarge) the display page size.

iii) **Use Current View**. Use the display values of the current page in the main display.

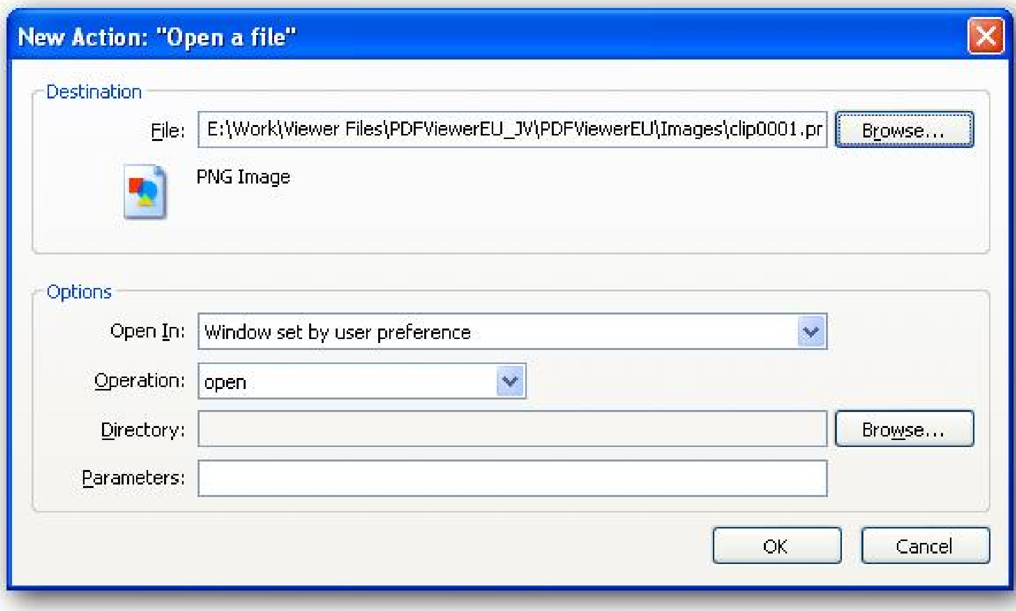
iv) **OK**. Saves the changes and exits.

v) **Cancel**. Discards the changes and exits.

4) **Add "Open a web link"**. Goes to the specified destination on the Internet.



5) **Add "Open a file"…**. Launches and opens a file.



c) **Destination**.

i) **File**. Clicking the **Browse** button opens the standard **Open** dialog box to select the destination file.

d) **Options**.

v) **Open In**. Defines the settings for opening new file.

(1) **Window set by user preference**. File is opened in the window set by user preference.

(2) **Existing window**. File is opened in the existing window.

(3) **New window**. File is opened in the new window.

vi) **Operation**. Allows you to set an operation for the chosen file.

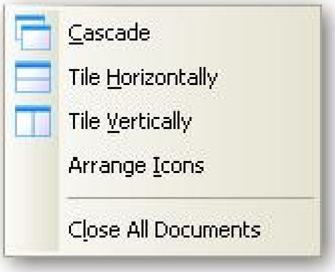
vii) **Directory**. Clicking the **Browse** button opens the **Browse For Folder** dialog box to select the directory.

viii) **Parameters**. Contains parameters for performing a certain operation.

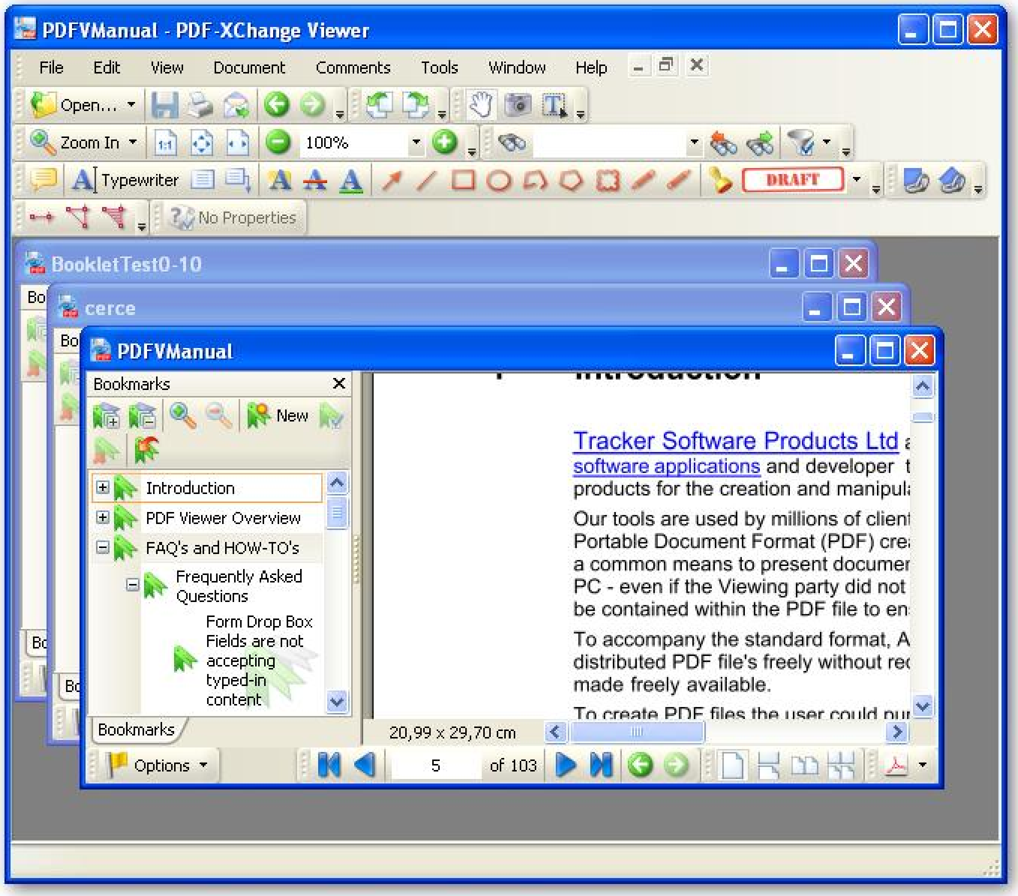
Window

Window activates a pull down of window options. These control how the various windows are arranged on your screen. PDF Document display control is on the View menu.

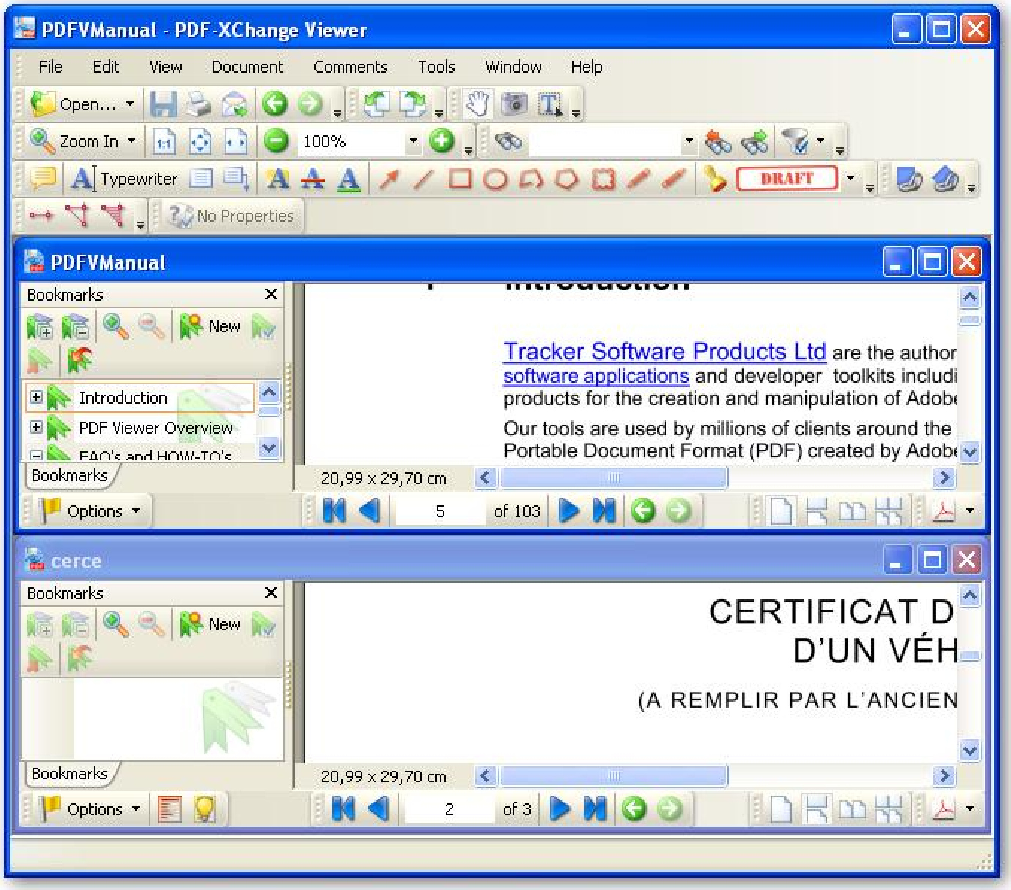
Window menu is activated when **Tabbed Documents** from the **Edit** > **Preferences** > **General** and **Navigation Tabs** from the **View** menu are unchecked.



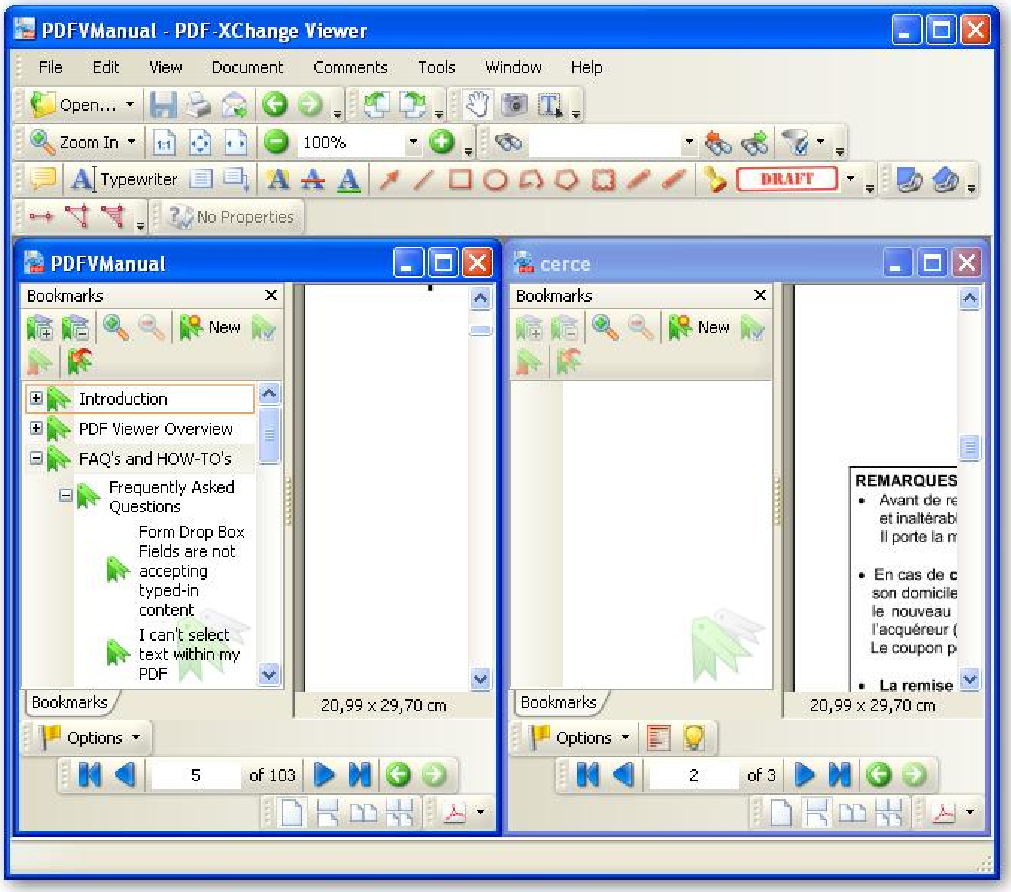
1) **Cascade**. Arranges the windows so that the title bar of each window is visible.



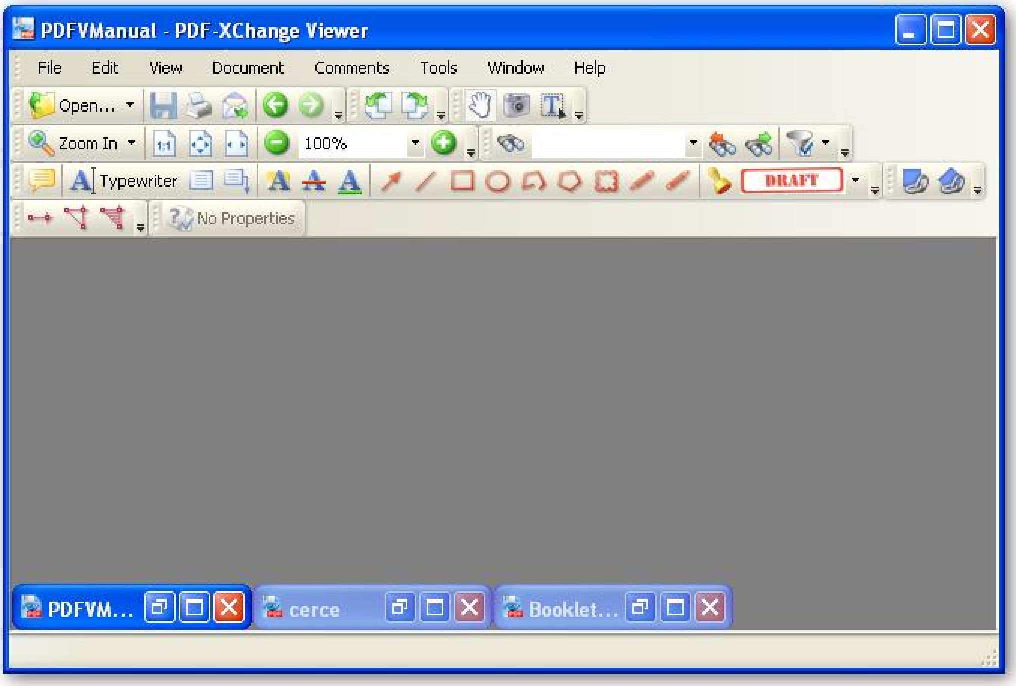
2) **Tile Horizontally**. Arranges all open Minitab windows horizontally so they fit next to each other on the desktop and do not overlap.



3) **Tile Vertically**. Arranges all open Minitab windows vertically so they fit next to each other on the desktop and do not overlap.



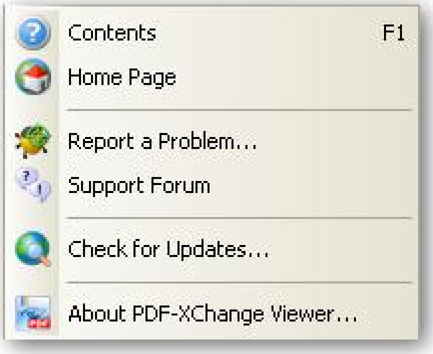
4) **Arrange Icons**. Arranges icons along the bottom of the Minitab window if these were rearranged.



5) **Close All Documents**. Closes all the open PDF files.

Help

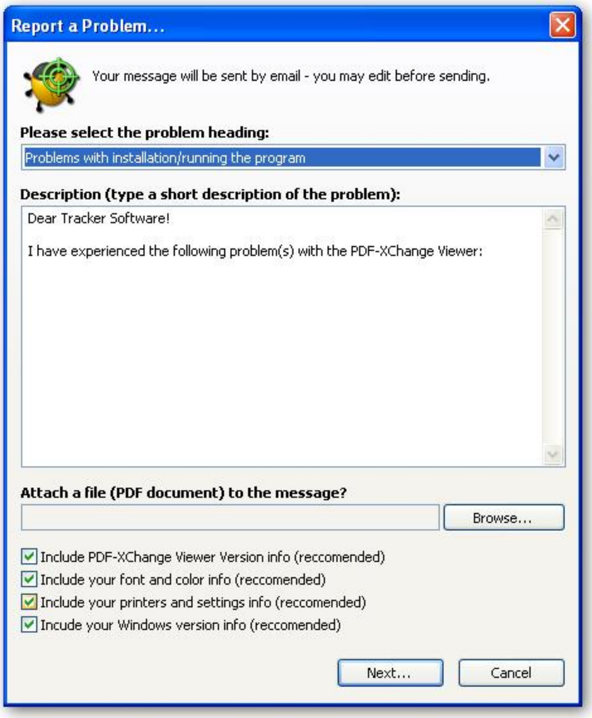
Help opens the Help menu.



1) **Contents**. Opens this help file.

2) **Home Page**. Takes you to the Tracker Software Products, Ltd. site.

3) **Report a Problem**. Opens a dialog to permit you to report a problem directly to **Tracker Software Products, Ltd.** by email:



Please ensure you include all relevant info in your message and whenever possible leave all the options above checked.

A sample PDF file is usually an essential item in any problem report!

4) **Support Forum**. Opens a link to the Tracker Software Products, Ltd. support forums.
Please note - you must register (free) to login and View the Forums - otherwise you will not see the full forums list of previously reported issues and answers etc - or be able to posy problems of your own and receive support.

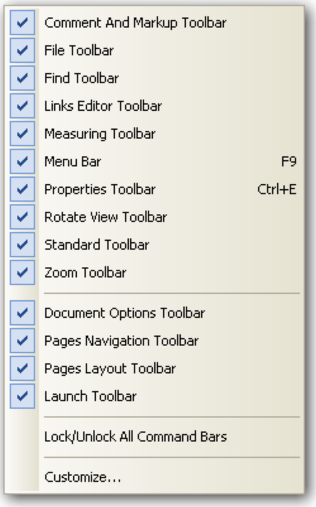
5) **Check for Updates...**. Clicking this option will automatically check for the presence of a **PDF-XChange Viewer** software update.

6) **About PDF-XChange Viewer...**. Opens a dialog box that displays version and license information for the PDF-XChange Viewer.

2.3. Toolbars Area

The **Toolbars** area hosts all but the Navigation Bar.

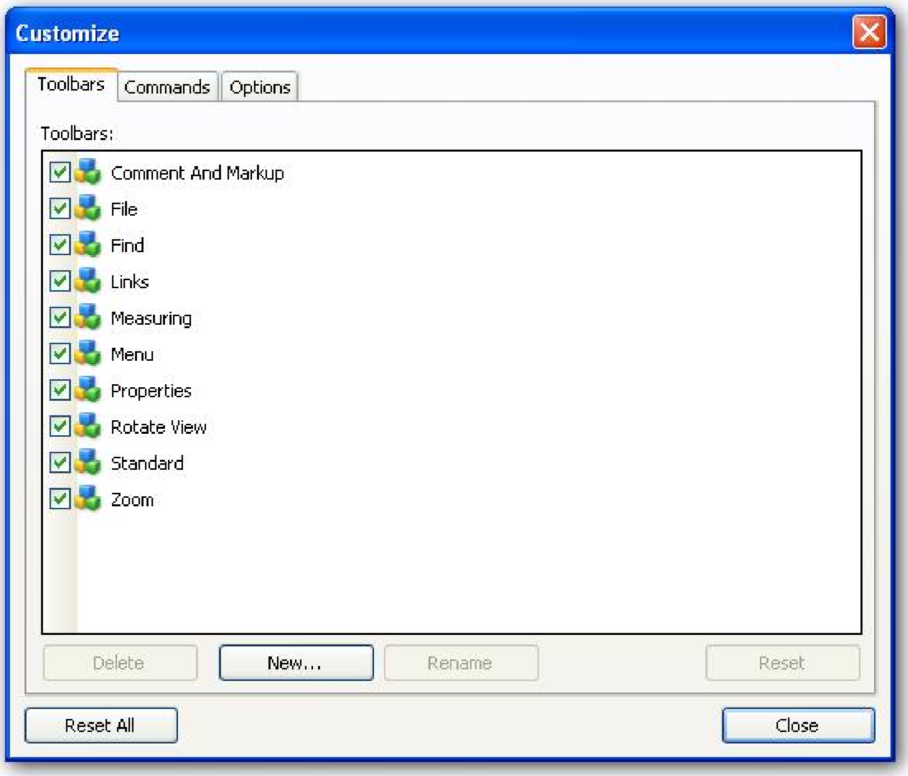
1) Right-clicking the Toolbars area brings up the Toolbars pop-up menu which selects or deselects the following toolbars:



2) **Lock/Unlock All Command Bars**. Prevents any rearrangement of the toolbar area, so all grabber bars disappear when the toolbar area is locked. Locking does not affect the positions of any floating toolbars.

3) **Customize...**. Modifies the Toolbars according to a user's individual requirements. There are three tabs here:

   a) **Toolbars**. Allows you to select or deselect the given toolbars and also create the new ones.



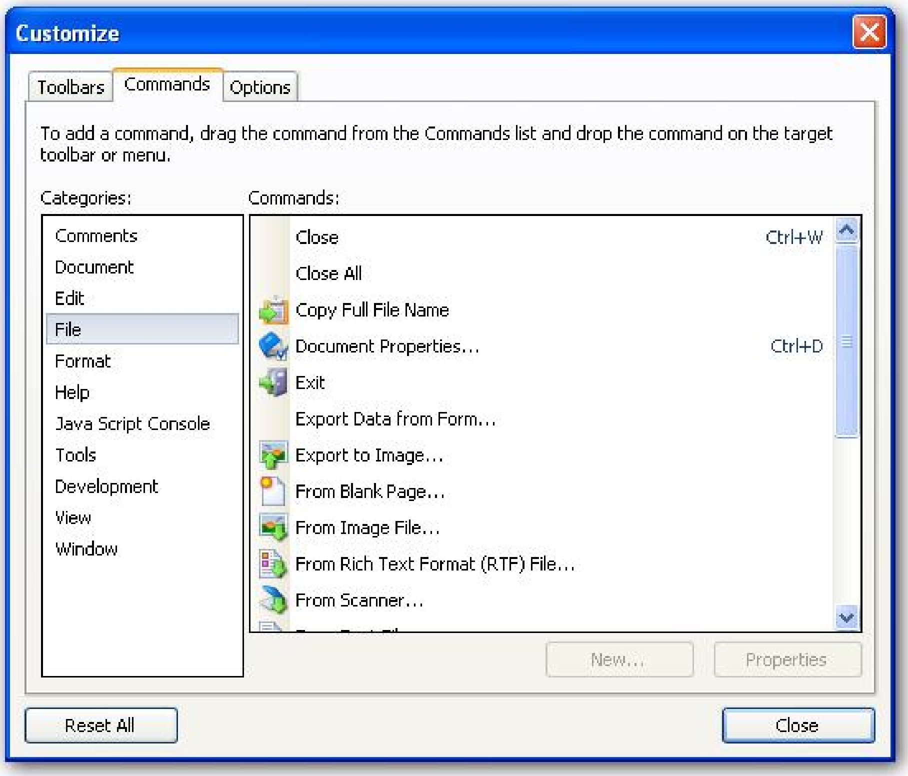
      i) **Delete**. Allows you to delete a new toolbar.

      ii) **New...**. Allows you to create a new toolbar.

      iii) **Rename**. Allows you to rename a new toolbar.

      iv) **Reset**.

b) **Commands**. Allows you to add commands to the toolbars or menus.



i) **New**. N.B. This function was not available at the time of writing of this documentation revision.

ii) **Properties**. Opens a Command Properties dialog.



(1) **Appearance**. Displays the appearance of a specific command like **Image**, **Title**, **Tooltip**, **Status Text**, **and Short Title**.

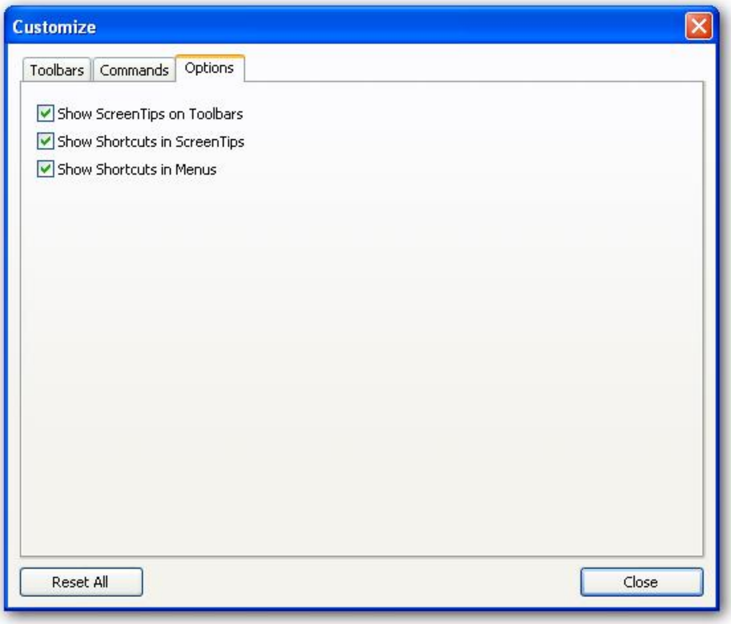
(2) **Identification**. Displays the identification of a specific command like the **ID** number, **Name** and **Name (c) Adobe**.

(3) **Shortcut**. Allows you to add a new shortcut or to change the existing one.

If the shortcut you want to use is already assigned for some other command, it will create a conflict. You'll be warned about the existence of any conflicts by the message under the **Keys** field.

Clicking the **Reset Shortcut** button changes the current shortcut into the default one. Clicking the **Clear Shortcut** button deletes the shortcut.

c) **Options**. Allows you to select the following options:



i) **Show ScreenTips on Toolbars**. Shows or hides screentips on toolbars.

ii) **Show Shortcuts in ScreenTips**. Shows or hides shortcuts in screentips.

iii) **Show Shortcuts in Menus**. Shows or hides shortcuts in menus.

d) **Reset All**. Resets all current settings into default ones.

File Toolbar



1) Clicking the **Open** button opens the **File Open dialog box**. Clicking the down arrow opens the **Recent Files drop list**.

2) Clicking the **Save** button saves the modified file, as per the **File Save** menu item.

3) Clicking the **Print Document** button (Printer icon) opens the **File Print...** dialog.

4) Clicking the **Email** button (mail icon) opens the **Send by Email...** dialog.

Rotate View Toolbar



1) Clicking the Rotation buttons rotates the PDF view clockwise or counterclockwise 90 degrees.

Standard Toolbar

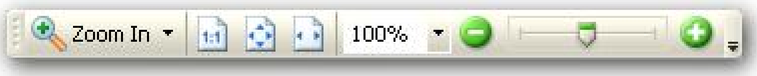


1) Clicking the Hand Tool button switches to the **Hand Tool**.

2) Clicking the Snapshot Tool button switches to the **Snapshot Tool**.

3) Clicking the Select Tool button switches to the **Select Tool**.

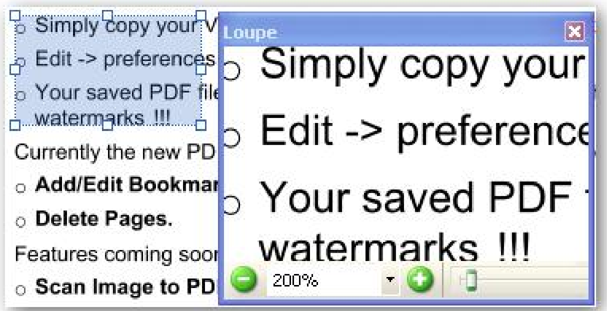
Zoom Toolbar



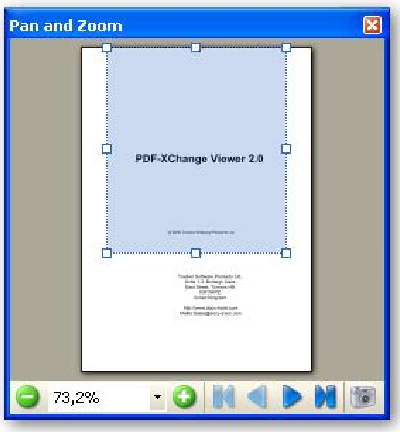
1) Clicking the **Zoom...** button causes the named Zoom action to take place.
2) Clicking the **Zoom...** Down Arrow allows you to change the action of the **Zoom** button to one of four options:



3) **Zoom In** is the same as clicking the **Zoom In** button. See below.
4) **Zoom Out** is the same as clicking the **Zoom Out** button. See below.
5) **Loupe** activates a viewer/magnifier function that allows you to slide a variable sized selection rectangle around the screen and view the contents in a separate window. This can perform a magnification feature depending on the **Loupe** settings:



6) **Pan & Zoom Window** opens a small window that allows you to see the entire page and what part you are viewing in the main display.



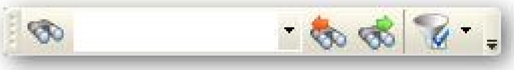
7) Clicking the **Actual Size** button  sets the PDF page to its actual size within the view pane. This is the same as selecting 100% in the Zoom drop list. This may result in the page exceeding the limits of the viewable space; however, scroll bars are provided to enable you to scroll the PDF page as desired.

8) Clicking the **Fit Page** button  fits the entire PDF page within the borders of the view pane.

9) Clicking the **Fit Width** button  fits the PDF to the width of the view pane. Scroll bars are provided to enable you to scroll the PDF page as desired.

10) Clicking the **Zoom Out** button  decreases the Zoom percentage; clicking the **Zoom In** button  increases the Zoom percentage. You may also use the **Zoom drop box** to select standard zoom settings or to enter any zoom percentage you need.

Find Toolbar



Find allows you to search for text in the PDF document. Note that this is for text-based PDFs only. PDF's consisting of scanned images of pages cannot be searched at the current time. The controls on this bar are:

1) **Binoculars button**. This button opens the document Search pane.

2) **Search Field**. Enter the text to search for in this field, and press the **Previous button** or **Next button** to find the previous or next occurrence of the text. The down arrow maintains a list of prior search terms.

3) **Previous button**. Locates the previous occurrence of the **Search Field**.

4) **Next button**. Locates the next occurrence of the **Search Field**.

5) **Options button**.



a) **Whole Words Only**. Searches the whole words.

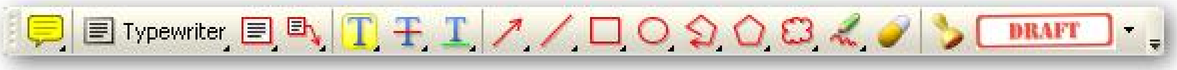
b) **Case-Sensitive**. Searches the words distinguishing between upper-case and lower-case letters.

c) **Include Bookmarks**. Searches the text of any bookmarks, as viewed in the Bookmarks panel. N.B. This function was not available at the time of writing of this documentation revision.

d) **Include Comments**. Searches the text of any comments added to the PDF, as viewed in the Comments panel. N.B. This function was not available at the time of writing of this documentation revision.

e) **Search.** Starts searching.

Comment & Markup Toolbar



These tools are used to add various comments to the document during markup operations.

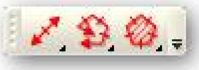
See the **Comment & Markup** menu section for more information on the Markup tools.

Links Editor Toolbar



1) Clicking the Rectangle Link Tool button switches to the **Rectangle Link Tool**.
2) Clicking the Quadrilateral Link Tool button switches to the **Quadrilateral Link Tool**.

Measuring Toolbar



3) Clicking the Distance Tool button switches to the **Distance Tool**.
4) Clicking the Perimeter Tool button switches to the **Perimeter Tool**.
5) Clicking the Area Tool button switches to the **Area Tool**.

2.4. Navigation Bar

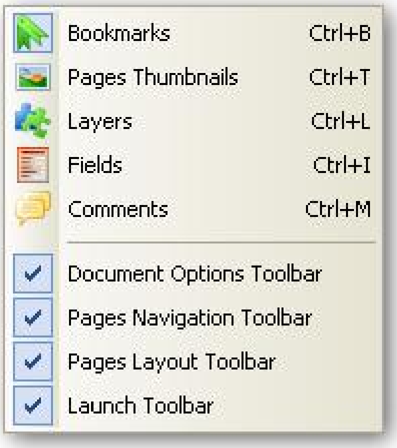
The Status Bar at the bottom of the document displays information about the PDF and also permits changing certain options.



1) The **Options** button opens the following menu:



a) The **View** options displays the following menu:



i) **Bookmarks** opens the **Bookmarks** pane, and hides the **Thumbnails** pane.

ii) **Pages Thumbnails** opens the **Thumbnails** pane, and hides the **Bookmarks** pane.

iii) **Layers** correspond to what Adobe® calls "Optional content." Selecting this option opens a pane at the top of the PDF display area that displays the optional content layers.

iv) **Fields** are found within Adobe® Acrobat® Forms. Selecting this option opens a pane at the top of the PDF display area that displays the Form fields.

v) **Comments** displays a list of Comments, Annotations and Markups.

vi) **Document Options Toolbar**. Shows or hides Document Options Toolbar.

vii) **Pages Navigation Toolbar.** Shows or hides Pages Navigation Toolbar.

viii) **Pages Layout Toolbar.** Shows or hides Pages Layout Toolbar.

ix) **Launch Toolbar**. Shows or hides Launch Applications Toolbar.

b) **Full Screen (F12)** alters the display to display only the PDF document pages. It temporarily hides the screen borders, title bar, menu, status and toolbars. Pressing **ESC** restores the normal screen display.

c) **Show/Hide All Bars** alternately toggles the display of the toolbars.

d) **Document Properties**. Opens a dialog to display additional information about the PDF document. See Document Properties.

2) The **Fields Pane** and **Highlight Form Fields** buttons only appear if the document contains Acrobat Form Fields.

Clicking the **Fields Pane** button opens a scrollable list of the form fields in the **Panes** area:



3) Clicking the **Highlight Form Fields** button causes all form fields to become highlighted.

N.B. At the time of writing this documentation, this feature was not yet active.

4) The **Navigation** controls permit moving about in the document. The blue arrows move by pages and the green buttons move by views.

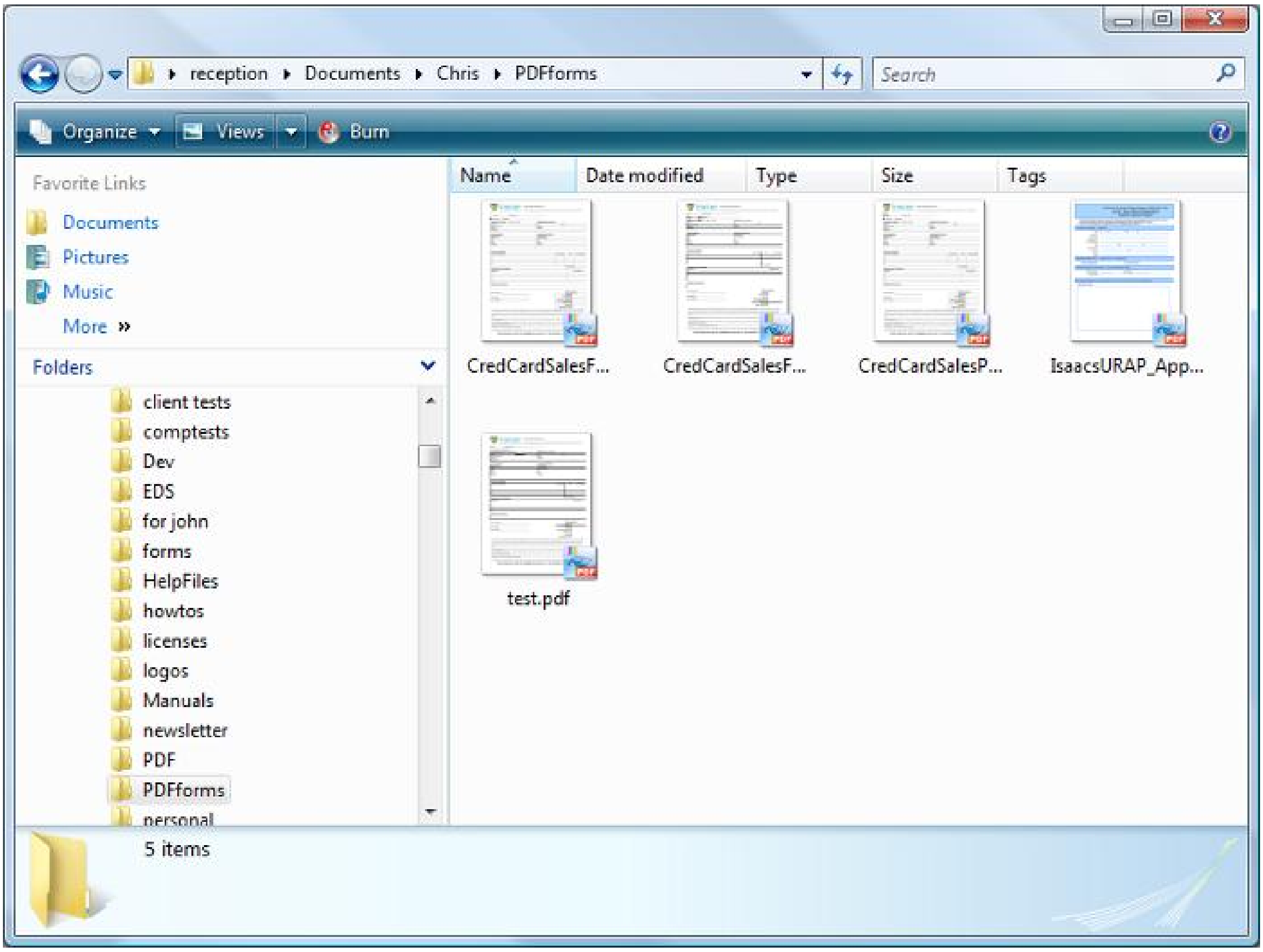


3. Shell Extensions and iFilter

Shell Extensions

The latest version of PDF-XChange Viewer now includes a Windows shell extension to display thumbnails of PDF files in Windows Explorer. When using thumbnail mode view in Windows Explorer, thumbnails of the first page in a document are shown instead of standard PDF document icons when the folder is set to view medium, large, or extra-large icons.

The download file contains two installation files – one for the viewer itself and one for the Shell Extension for viewing thumbnails in Windows Explorer. Installation of this extension is optional, but you might miss if you don't know it is there.



iFilter

Additionally, the Shell Extensions include a very powerful search tool – the PDF iFilter, designed for end users or administrators who wish to index PDF documents using Microsoft iFilter indexing. This allows the user to easily search for text within PDF documents, including all text in content, annotations, bookmarks, document XMP information(title, author, keywords, etc.), and even files attached/embedded within a PDF.

Key Benefits:

- Integrates with existing Windows operating systems on your home computer or computers within your company.
- Provides an easy solution to search text within PDF documents located on your computer, company network, and company intranet.
- Greatly increases your ability to accurately locate many forms of information contained within a PDF document

4. FAQ's and HOW-TO's

Here we have tried to provide some answers to often asked questions...

4.1. Frequently Asked Questions

Form Drop Box Fields are not accepting typed-in content

It may sometimes appear that form drop box fields do not accept typed-in content.

This was a bug in releases of the Viewer prior to build 37 that caused this to happen.

If you experience this in build 37 or later, you should be aware that AcroForms support two kinds of drop boxes. One kind allows you to type in a new selection that does not appear in the list of choices; the other only allows you to select from the list of choices.

If you encounter this condition, please try to contact the creator of the form to verify which kind of drop box they are using.

I can't select text within my PDF

The usual cause of this is that the "text" is not text at all, but either an embedded "image" of text or text drawn as "curves" and not using fonts at all.

I want to use my signature in a PDF

The easiest way to do this is to create your signature as an image file, then create a **Stamp** of that image. Stamps may be inserted into your documents as desired.

Please see:

- HOW-TO Create User Stamps and Stamp Palettes
- HOW-TO Create a Stamp from an Image File
- HOW-TO Create Transparent Stamps

PDFs won't open in Firefox

If Firefox won't open 'local' PDF's but offers to download...

Try this:

1) Open Firefox
2) In the Address Bar type in "about:config" and press enter
3) In the "Filter" field type in "plugin"
4) Look for a line that reads "plugin.disable_full_page_plugin_for_types"
5) If this line exists, right-click on it and select "Reset", or just edit the value to remove "application/pdf", leaving the remaining stuff in place.

If that line doesn't exist, then obviously this fix won't help.

Why am I still getting evaluation watermarks on my PDF files?

There are a number of possible causes for this - here are the most common:

Question : I purchased the PDF-XChange Viewer PRO - but when I create new PDF files from MS Office and other software I get your evaluation watermarks on every page with a 'click to buy' stamp?

Answer : The PDF-XChange Viewer is not designed to create new PDF files from external document formats such as MS Word or other software - to achieve this you need one of our 'Virtual' Printer Driver based products - such as PDF-XChange Lite, Standard or PRO - please email us to discuss how to best provide you with the correct product.

Question : I purchased the PDF-XChange Viewer PRO - when I use any PRO feature in the Viewer such as move/delete pages - I get evaluation watermarks ...

Answer : The simplest way to correct this is copy your PDF-XChange PRO or Viewer PRO serial number from your receipt (begins with PXP40- or PXP41- or PVP20-....) and then open the PDF-XChange Viewer and paste the serial number into the Menu option **'Edit -> Preferences -> Registration '** - as appropriate - never type your serial number - always copy/paste to avoid errors.

Why have my toolbars and/or menu disappeared?

If when using the PDF-XChange Viewer you should accidentally turn all toolbars off - to restore them try either of the fllowing:

1) Right click on the empty toolbar and add the required items
2) Use keyboard shortcuts: **F8** – Show/Hide Toolbars, **F9** – Show/Hide Menu Bar, or **F11** – Show/Hide All Bars

Why can’t I send PDFs via my Eudora email client?

If you want to send PDF's using the options within PDF-XChange automatically - and your email client is 'Eudora' - here is what must be done :

Some options in Eudora should be turned on, otherwise it is not the default MAPI email client.

In the preferences of Eudora (**Tools -> Options**), the "**MAPI**" section, you need to set "**Use Eudora MAPI server**" to "**Always**" (default value - Never), and remove the check in the checkbox "**Send simple MAPI file attachment as inline...**" (with this check box checked only TXT and HTML files can be sent). All should then function as required.

I’ve lost my License information.

If for any reason you need to re-install any product purchased from us and no longer have your license info - please send an email to support@tracker-software.com containing as much info as possible regarding you and your purchase details :
Product, the purchasers name and email address - and a physical address including company name if appropriate - if you know the receipt number - even better.

N.B. Please do not post any personal or confidential info especially serial keys, on the public forum; posted serial keys will be disabled and will no longer work in future updates.

Why do my PDF files no longer open in PDF-XChange Viewer?

If for any reason your PDF files no longer automatically open with the PDF-XChange Viewer you can restore you file associations directly in the Viewer by clicking **Edit->Preferences->File Associations** and click the **'Make Default PDF Viewer'** button.

If you've installed PDF-XChange Viewer and want a previously installed software to be the default viewer you can restore the file associations by clicking **Edit->Preferences->File Associations** and click the **'Restore File Associations'**.

I can't find the answers I need in the Help Manual.

If you are having difficulty finding an answer to an issue you are having or on how to complete a task not available in this revision of the help manual, don't worry you also have other resources available.

The Tracker Software Support Forum is available to both those evaluating - and those already benefiting from ownership of our products - ownership is not required to register and request support. Access is restricted to registered users, registration is free and authorization automatic - but a valid email address is required or your access will be curtailed or blocked completely.
Only registered users can view all Forums and the messages posted - and upload/download files as required. And posts for support request for the Viewer are to be made in the **End User Forums - Current Releases » PDF-XChange Viewer (End Users)** section.

When requesting support - it is important you supply us with not just a description of the problem, but some basic information of the environment the software is operating in as this often has a direct bearing on the resolution.

Please dont post serial number/License Info on our forums as they will be blacklisted and no longer function in our software.

As well we have support staff available by email, please contact us using the support@tracker-software.com address and we will get back to you usually within a few hours. We have aggressive spam filters in place – so please ensure you mention one of our products in the 'Subject' field of your email, our spam filter will treat your email as genuine.

4.2. HOW-TO Perform Common Actions

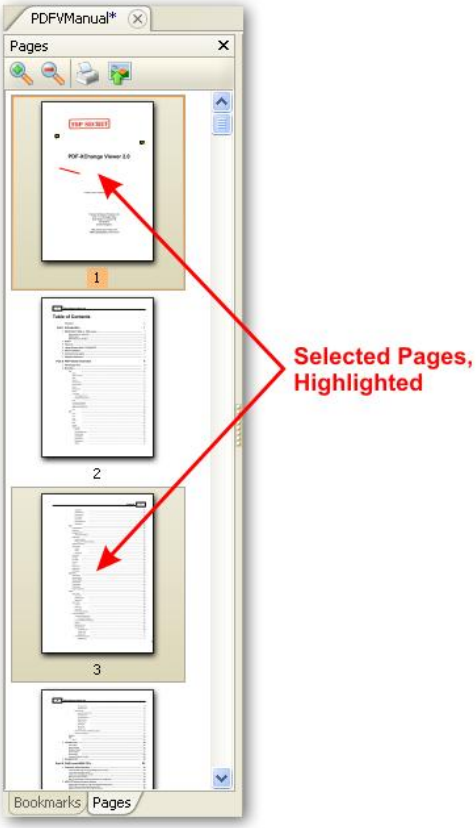
HOW-TO Reorder Pages in a PDF using Thumbnail Drag & Drop

The order in which pages appear in a PDF may be changed by "dragging and dropping" pages in the Thumbnail pane.

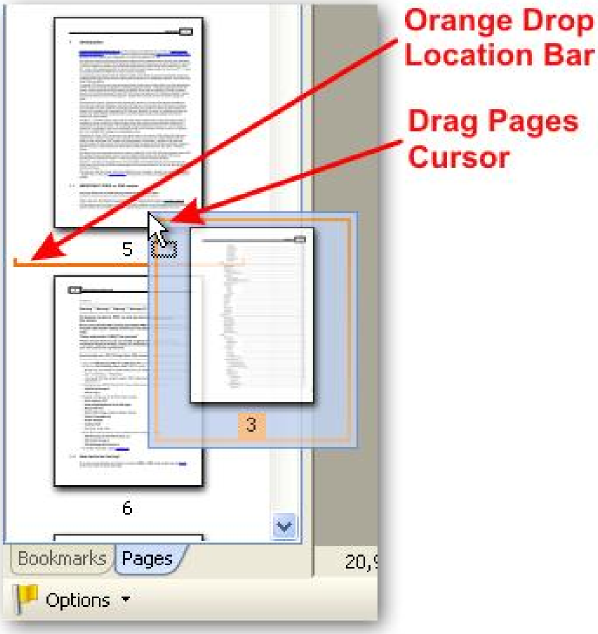
IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.

To perform this operation:

1) Open the selected document in the Viewer.
2) Open the **Thumbnails** pane by pressing **Ctrl+T** or selecting **Pages Thumbnails** from the **View** menu.
3) In the **Thumbnails** pane, select the pages you want to move by clicking on them. To select a group of pages use **Ctrl+Click** on each page:



4) Click and hold on one of the selected pages, then drag the cursor to the desired location. Note that the *Drag Pages Cursor* changes to an arrow with an attached image of the pages being moved.



5) When dragging the pages, an *orange drop location* bar will appear between the pages indicating where the selected pages will be dropped.

6) Dragging pages may be repeated as many times as necessary to move all the desired pages to their new locations.

HOW-TO Drag and Drop Pages Between PDFs

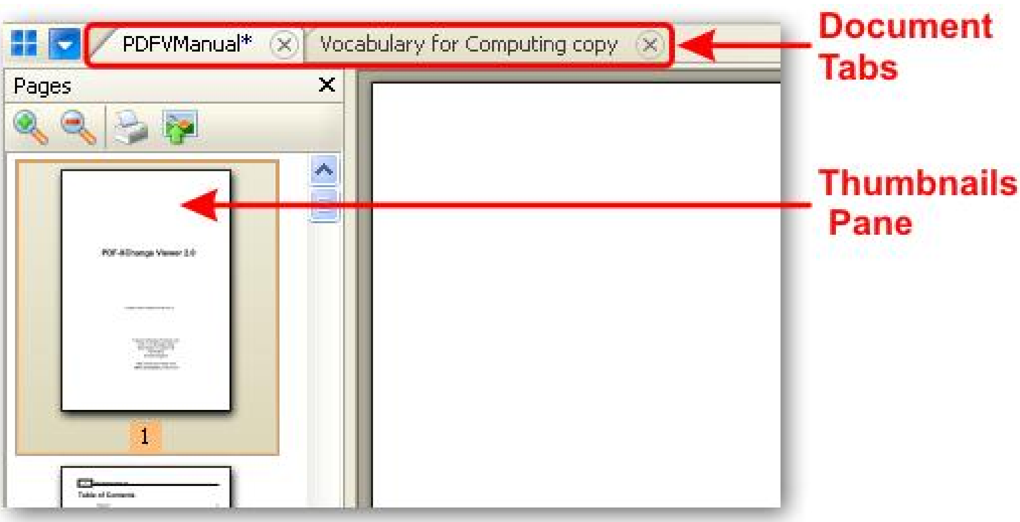
Beginning in build 37, the Viewer supports copying selected pages between PDF's using *Drag & Drop* between the Thumbnails panes of the two documents.

(This is similar to **HOW-TO Reorder Pages in a PDF using Thumbnail Drag & Drop** but works between 2 documents.)

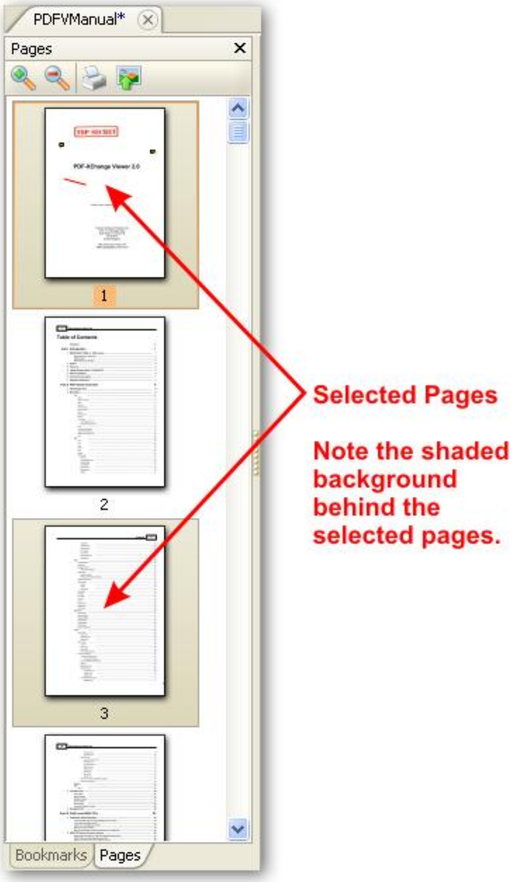
IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.

To perform this operation:

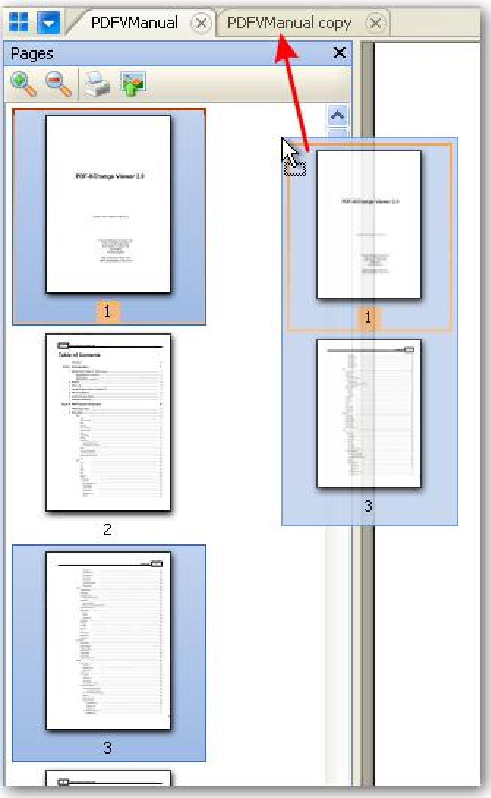
1) Open both documents in the Viewer so that the documents are shown in the Tab pane. Select the Tabs pane by selecting **Pages Thumbnails** from the **View** menu, or pressing the Ctrl+T keyboard combination.



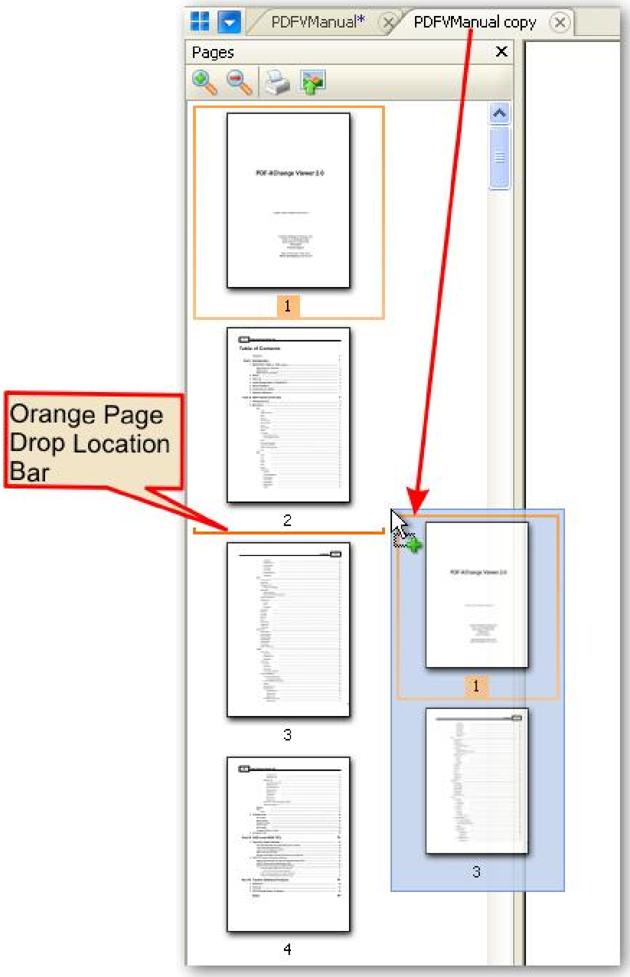
2) Select the pages in the document that you wish to move:



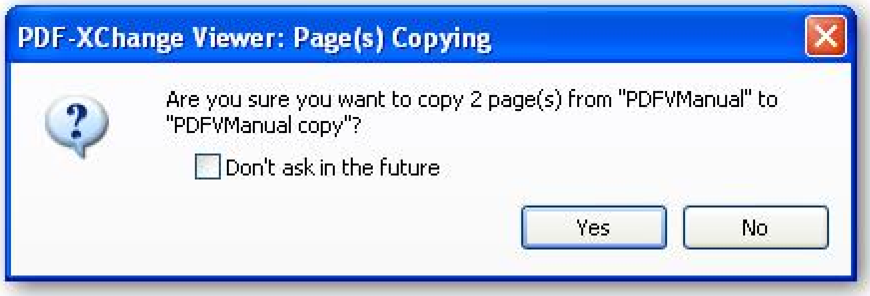
3) Click, hold and drag the selected page(s) to the **tab** for the "To" document. This will automatically activate the "To" document and its Thumbnails pane. **Do not "drop" the dragging cursor on the tab!** Note that when you drag the pages, the cursor expands into a "mini-thumbnail" of the pages. The upper left corner of the "mini-thumbnail" is the cursor's "hot spots."



4) Once the "To" tab activates, drag the pages back to the "To" document's thumbnails pane, and then drag them where desired in the Thumbnails pane. An orange bar indicates where the drop will take place. Note that dragging the arrow near the bottom or top of the Thumbnails pane will scroll the thumbnails in that direction.



5) When you release the left mouse button, the following dialog appears:



a) Click **Yes** to drop the copied pages to the specified location.

b) Click **No** to abort the operation.

HOW-TO Create User Stamps and Stamp Palettes

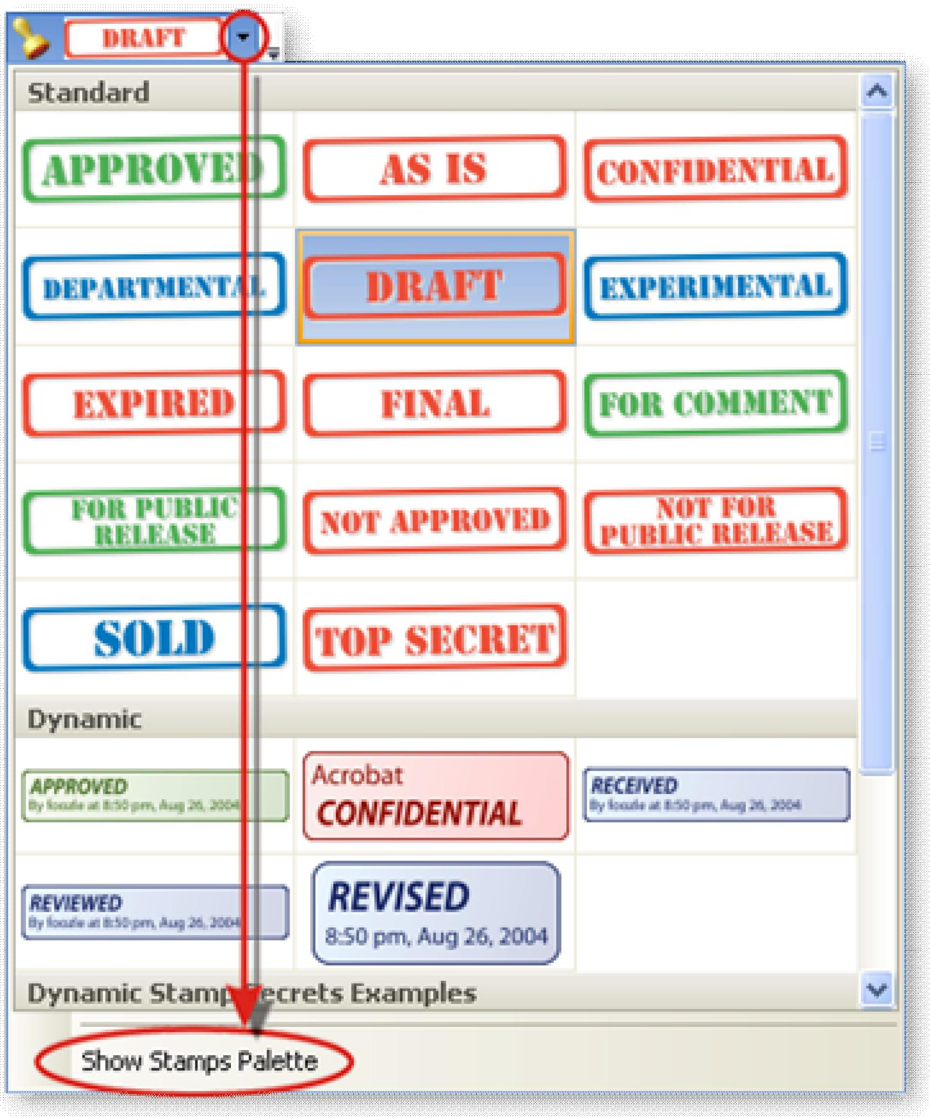
Beginning with build 37, the PDF-XChange Viewer allows users to create their own Stamps and to group them into user-defined Palettes. The usual order is to create a stamp palette for you own stamps, create stamps in the palettes, and finally use your stamps.

In order to create stamps or a palette to hold them, you must access the **Stamps Palette** screen. You may do this in two ways:

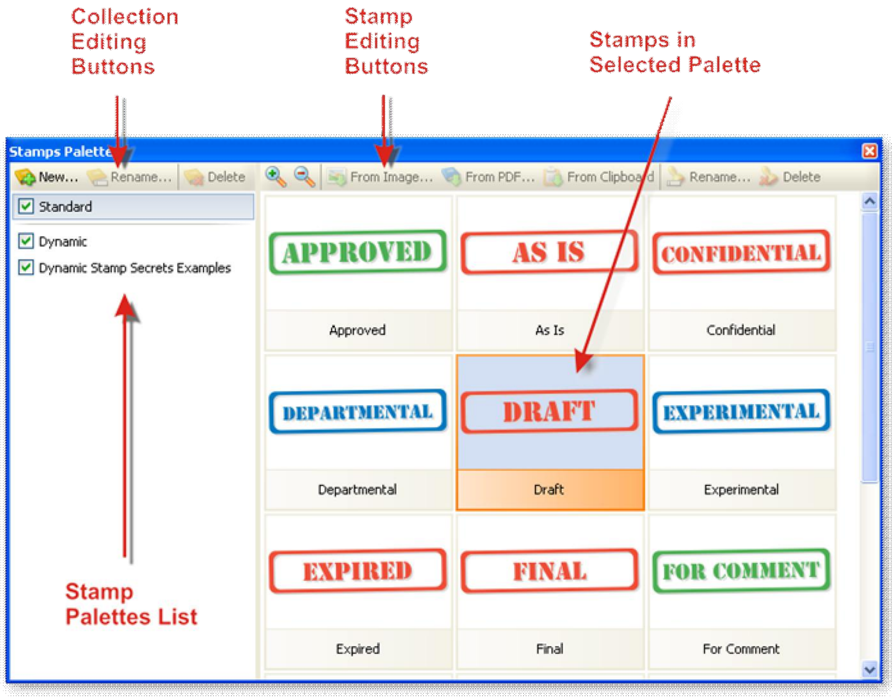
1) Select **Show Stamps Palette** from the **Tools** | **Comment & Markup Tools** menu.



2) Click the Drop arrow on the Stamp toolbar and select **Show Stamps Palette.**



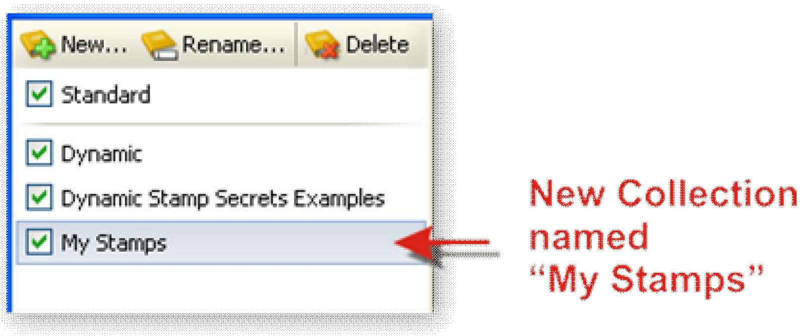
Either way will open the **Stamps Palette** dialog:



The Stamps Palette dialog is divided into two major parts.

1) **The Collections List**. The three Collection editing buttons at the top of the list are:

   a) **Create New Stamps Collection**. When you click this button, you create a new stamp palette item within the Stamp Palettes List:



N.B. Each new collection is stored in a PDF that is created and maintained in the User's My Documents folder by the Viewer.

   b) **Delete Selected Collection**. This deletes the selected Stamp collection.

   c) **Edit Selected Collection**. Allows you to change the name of the selected Stamp collection.

2) **The Stamps contained in the selected Collection**. The buttons at the top of the Stamps area are:

   a) **Enlarge Thumbnails**. Enlarges the size of the thumbnail images in the Stamps area.

   b) **Reduce Thumbnails**. Reduces the size of the thumbnail images in the Stamps area.

   c) **Delete Selected Stamp**. Deletes the selected stamp from the collection.

   d) **Create Stamp from Image**. Creates a stamp from a selected image file. See HOW-TO Create a Stamp from an Image File for further information.

   e) **Create Stamp from PDF Document**. Creates a stamp from a selected PDF document page. See HOW-TO Create a Stamp from a PDF Document for further information.

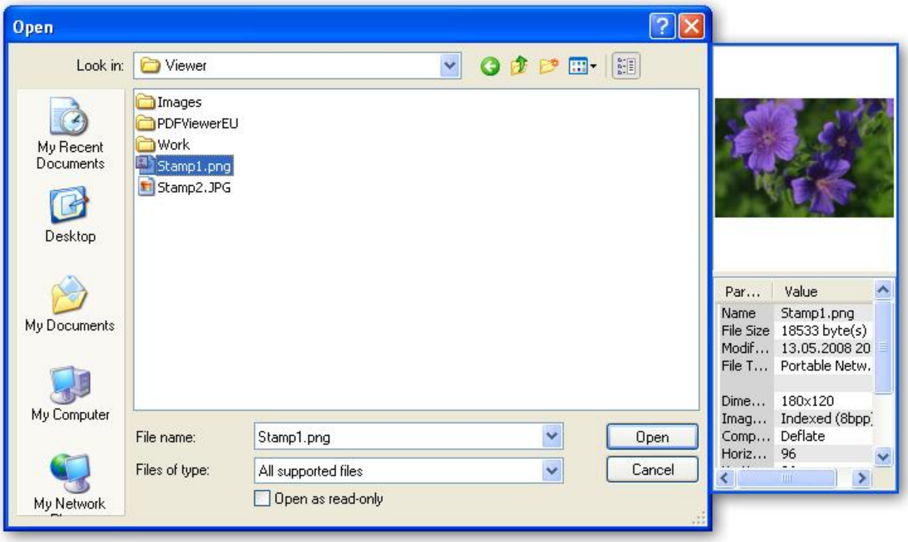
   f) **Create Stamp from Clipboard Image**. Creates a stamp from an image contained in the clipboard. See HOW-TO Create Stamp from Clipboard Image for further information.

   g) **Edit Selected Stamp**. Allows you to change an existing stamp's name.

HOW-TO Create a Stamp from an Image File

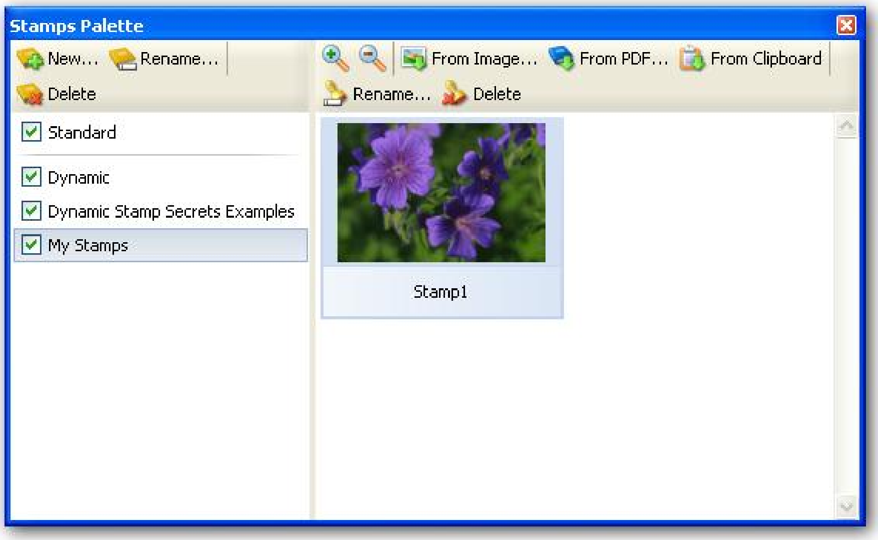
1) Open the Stamps Palette dialog, as indicated: **HOW-TO Create User Stamps and Stamp Palettes**, and select the appropriate Collection to receive the new stamp.

2) Click the **Create Stamp from Image** button. This will open the Open dialog to select the image to use for the stamp:



Note that there are a large number of image file types you may select from. Click the **Files of Type** drop box to see a list of all supported file types.

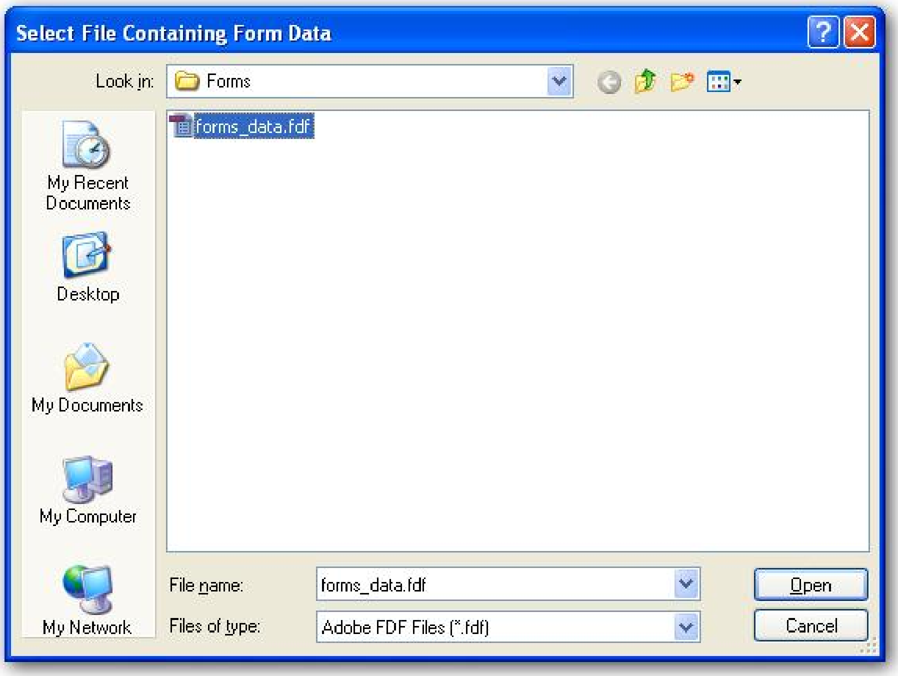
3) Select the image you want to use to create the new stamp, and click the **Open** button. The new Stamp will be created:



4) The name initially assigned is the file name of the image. To change it, select the new Stamp and click the **Edit Selected Stamp** button. This will display the dialog:



5) Enter a new name for the Stamp and click OK; or click Cancel if you decide not to change the Stamp's name:



HOW-TO Create Transparent Stamps

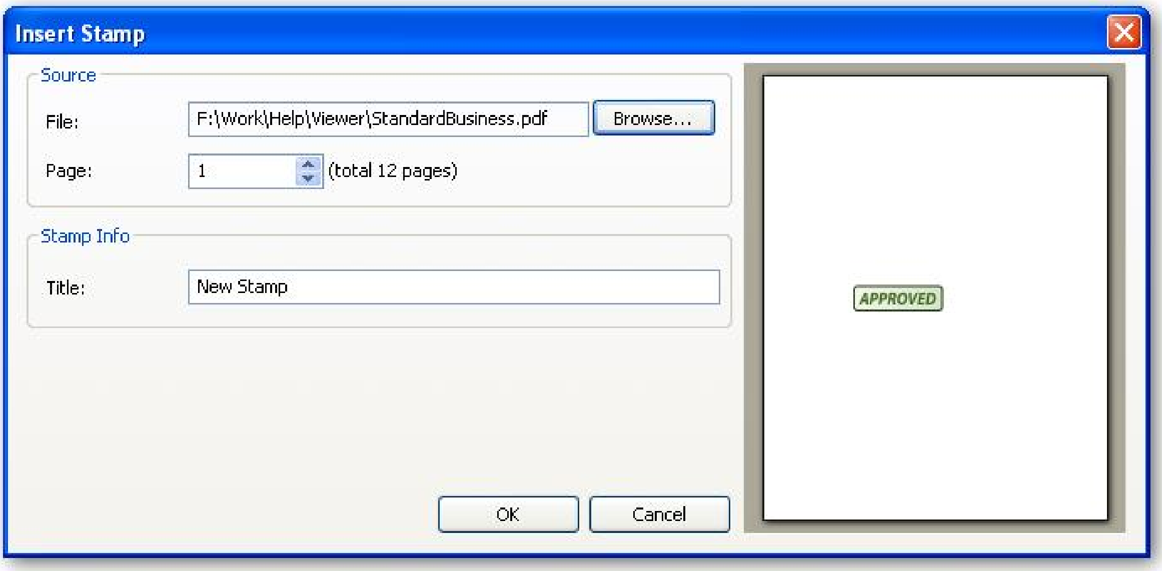
If transparent stamps are needed you should use the **PNG** image file format, and set transparency using the **alpha channel**.

The older **GIF** "transparent color" is not supported, but many image editors support reformatting a transparent GIF to an alpha channel PNG.

HOW-TO Create a Stamp from a PDF Document

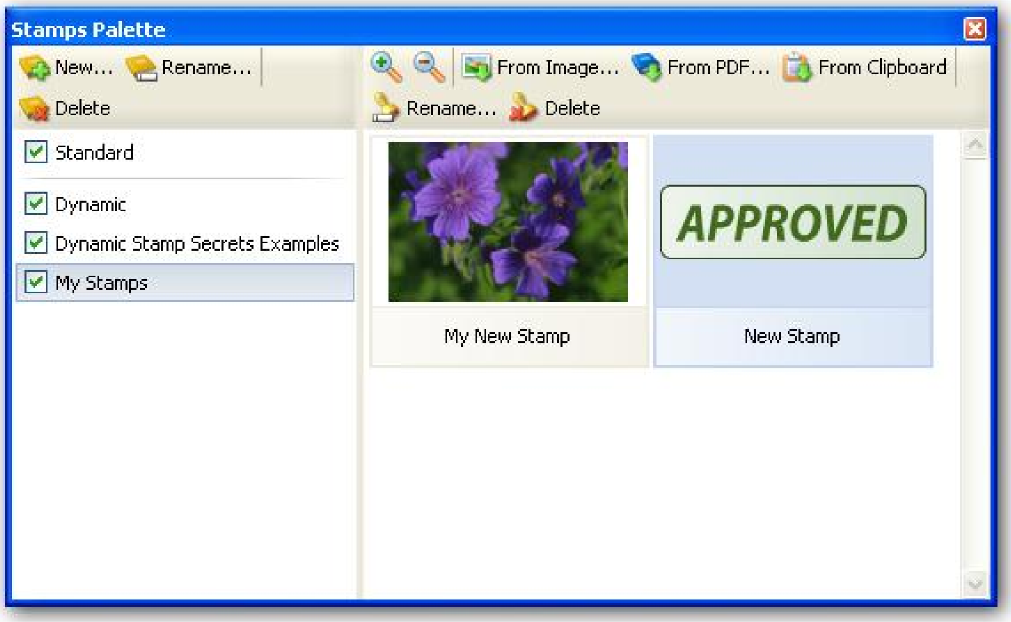
Creating a stamp from a PDF document relies on having a PDF containing images that can be used to make stamps, generally one per page.

1) Open the Stamps Palette dialog, as indicated: HOW-TO Create User Stamps and Stamp Palettes, and select the appropriate Collection to receive the new stamp.
2) Click the **Create Stamp from PDF Document** button. This will open the Insert Stamp dialog to select the image to use for the stamp. In this case we are using a PDF with 12 pages, each holding a single stamp image.



3) Set the Stamp Info Title to the desired title, and click OK; or click cancel to abort the process.

4) The new stamp appears in the Stamp collection:

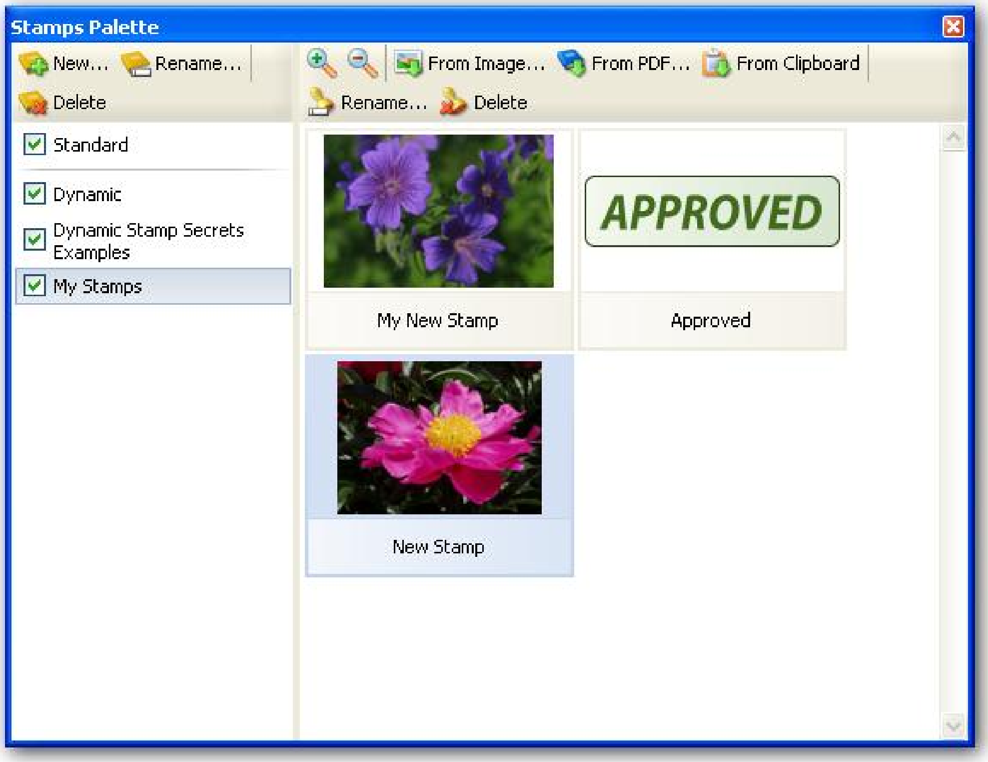


N.B. The steps above may be repeated for each image in the PDF you wish to convert to stamps.

HOW-TO Create Stamp from Clipboard Image

Creating a stamp from a clipboard relies on having an image already in the clipboard, perhaps from an image editor such as Microsoft Paint.

1) Open the Stamps Palette dialog, as indicated: HOW-TO Create User Stamps and Stamp Palettes, and select the appropriate Collection to receive the new stamp.
2) Click the **Create Stamp from Clipboard Image** button. This will immediately create a stamp from the Clipboard image:



3) You may click the **Edit Selected Stamp** button to rename the Stamp as desired.

HOW-TO Set a new default font and formatting for Typewriter, Text Box and Callout

PDF-XChange Viewer allows you to change the default font and formatting parameters for such text tools like **Typewriter**, **Text Box** and **Callout**.



To do this you need to make the following simple steps:

1) Select the tool for which you need to set default formatting. For example, **Typewriter**.
2) Turn on **Properties Bar** by pressing **Ctrl+E** *shortcut* or using menu: **View** | **Toolbars** | **Properties Toolbar**.

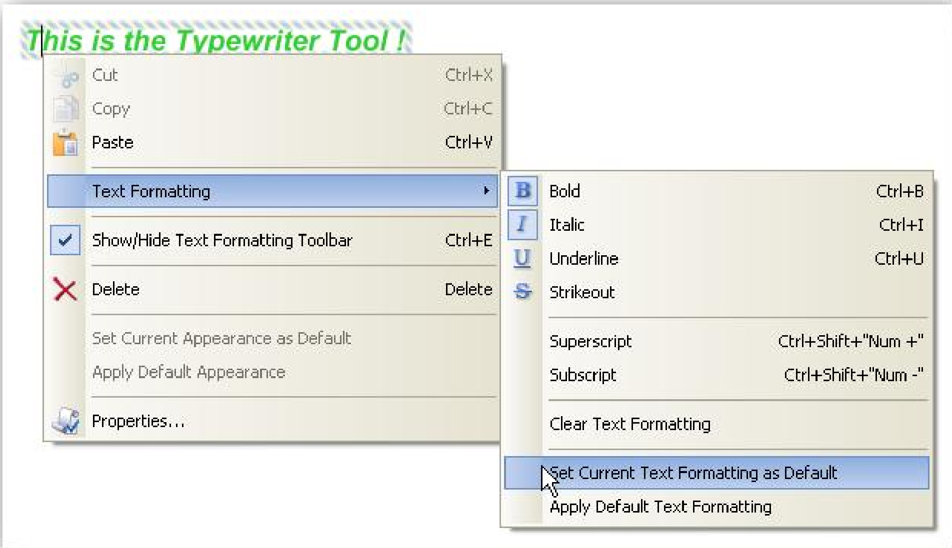


When **Typewriter Tool** is active, and text edition isn't started, **Properties Toolbar** will contain options for changing border (color, thickness, etc.), fill color, opacity.

3) Start new commenting of selected type, or double click on exiting. Now **Properties Toolbar** will contain items which allow you to change text formatting.



4) Specify formatting parameters you need to set as default for your tool. Now, press right mouse button on the screen where text cursor is located, and select **Set Current Text Formatting as Default** as shown on the screenshot.



5) Now, each time you start new comment of such type, your current formatting will be applied.

5. Tracker Software Products

Who are we and what do we do?

We at Tracker Software Products take great pride in the software products we create and distribute. We sell our products directly, via Distributors, Resellers and OEM partners - in some cases with our products and larger partners these products are sold under different labels and names than those we sell directly, this is to allow our partners to build a following for their own brand and protect their future.

However - no matter how our products reach you, we want you to experience the best results possible - please do contact us if for any reason you are dissatisfied or have a suggestion how we can improve our product offerings.

You may also be interested in related products available from us - in the following brief topics you will find details of how to contact us, request support and summary details of the products available from us for both 'End Users' and Software Development tools for other Software developers to utilize in their product offerings.

Please do contact us if you cannot find the information you require within this manual/help file.

5.1. Contact Us

How to Contact Us...

North/South America, Australia, Asia:

Tracker Software Products (Canada) Ltd.,

3 - 466 Trans Canada Highway
Duncan. BC
V9L 3R6, Canada

Sales & Admin
Tel: Canada (+00) 1-250-597-1621
Fax: Canada (+00) 1-250-597-1623

European Office:

7 Beech Gardens
Crawley Down., RH10 4JB
Sussex, United Kingdom

Sales
Tel: +44 (0) 20 8555 1122
Fax: +001 250 -597-1623

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Our Web Site: http://www.docu-track.com

We also have offices and representatives in several other locations including: United States, France, Germany and Ukraine - in some instances after an initial contact with our UK office you may be referred to one of these locations if appropriate.

To contact us for support related issues:

Please see this FAQ page before contacting our support department - it may save you the task!

We recommend you use our Web Based User Support Forums and scan the existing library of questions and answers, if you don't find a suitable response then feel free to post your own - all questions receive an answer within 1 business day at worst!

If for any reason you have difficulty linking to the forum or feel it is inappropriate for your needs then please email sales@tracker-software.com , we regret we cannot answer support requests via telephone without a valid support contract. The number above is answered by administration staff who are not trained to assist with technical problems.

To Contact us for Sales/Administration related issues:

sales@tracker-software.com End User, Developer and OEM.

admin@tracker-software.com

All this information and a good deal more is available via our web site and the links provided.

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We are keen to assist in any way possible - please contact our sales department for any information or help you may require.

5.2. Products

Products Offered By Tracker Software Products Updates Can be downloaded from our Update's page at our Web site

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